

# Report

City of Merritt  
Policy Review Committee  
April 3, 2025

File Number: BL 2388, 2025

**To:** Cynthia White, Chief Administrative Officer  
**From:** Krisha Shah, Planner  
**Date:** March 19, 2025  
**Subject:** Draft – Development Approval Procedures Bylaw No. 2388, 2025

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## **RECOMMENDATION:**

**THAT the Committee recommends that “City of Merritt Development Approval Procedures Bylaw 2388, 2025” be forwarded to the Council for consideration.**

## **Background:**

The *City of Merritt's Land Use Amendment and Development Approval Procedures Bylaw No. 2076* requires updates to comply with provincial legislation and current practices. Staff is proposing to repeal the existing bylaw (2076) and replace it with the proposed bylaw (2388), which is aligned with the current practices and legislation in the *Local Government Act*.

This change will allow staff to formulate and update application forms and permit conditions based on the Zoning Bylaw, the Official Community Plan, and other municipal Bylaws, as amended or replaced from time to time.

## **Key amendments:**

- Adding definitions for clarity
- Adding requirements for ‘complete’ Development Application and its validity
- Adding clarity around different types of Development Permits
- Removing Schedules A to G (forms and fees)
- Removing the requirement to install signs on property for Development Variance Permits as it is not a requirement in the *Local Government Act*
- Reflect the delegation of authority to issue or amend permits as per the *Officer Designation and Delegation of Authority Bylaw No. 2246, 2019*

**Options / discussion**

1. Committee directs staff to bring forward the City of Merritt Development Approval Procedures Bylaw 2388, 2025 for Council consideration.
2. Committee requests staff to provide additional information.
3. Committee receive this report as information.

**Strategic Plan Reference:**

The following policies of the Council's Strategic Plan 2024 – 2026 are relevant to the proposed amendments:

- The City of Merritt will create great communities by developing land use policies and zoning that promote high-quality development that is sensitive to context, contains vibrant public spaces, and allows for creativity and innovation.

**Others Consulted:**

Internal

Chief Administrative Officer  
Director of Corporate Services  
Director of Public Works and Engineering  
Director of Finance  
Building Department  
Fire Department

**Attachments:**

Attachment A: Draft – Development Approval Procedures Bylaw 2388, 2025  
Attachment B: Redline document for Proposed Amendments

**Respectfully submitted,**

**Krishna Shah**  
**Planner, Development Services**