

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1267

A Bylaw to amend the Development Application Procedures Bylaw

The Council of the Corporation of the Village of Cumberland, in open meeting assembled, enacts as follows:

Citation

1. This Bylaw shall be cited as “Development Application Procedures Bylaw Amendment Bylaw No. 1267, 2026”

Amendments

2. Development Application Procedures Bylaw No. 1187, 2023 is amended as follows:
 - a) **To Section 6 – Notification**
 - a. **By striking out** Section 6.2.1 **and** Section 6.2.2 and **renumbering** all other sub-sections accordingly.
 - b) **To Section 7 Public Information Meetings**
 - a. Section 7.1 **by including** “and Comprehensive Development Plans, and may be required to hold a public information meeting for” after “OCP Bylaw amendments”.
 - b. Section 7.5 **by including** “OCP Bylaw amendments, Zoning Bylaw amendments, Comprehensive Development Plans, non-delegated Heritage Alteration Permits, and Temporary Use Permits” after “consultation for”.
 - c) **To Section 10 Permit Renewals, Extensions, Lapses and Re-application**
 - a. **By renaming** Section 10 to “Application and Permit Renewals, Extensions, Lapses and Re-Application”
 - b. **To Section 10.6 by:**
 - i. **Striking out** “non-delegated development permit, development variance permit, heritage alteration permit, manufactured home park permit, or temporary use permit”;
 - ii. **including** “applications requiring a” before “bylaw amendment”; and
 - iii. **including** “or Council resolution” after “Bylaw amendment”.

- c. **By adding** Sections 10.6.1 and 10.6.2 as follows:

“10.6.1. For applications not requiring a bylaw amendment or Council resolution, upon written request from the applicant received 30 days prior to the lapse of the application, the Manager may extend the deadline for a period of one (1) year to enable the applicant to complete the requirements for final approval. If the Manager decides to deny an extension request or the applicant has received a one (1) year time extension and still has not met the requirements for final approval and wishes to proceed with the application, a new application and fee will be required as per the Village of Cumberland Fees and Charges Bylaw as amended or superseded from time to time.

10.6.2. Unless otherwise delegated in Section 12 of this bylaw, a renewal of an issued and lapsed permit, or renewal of a temporary use permit must be considered by Village Council.”

- d. **By adding** Section 10.8 as follows:

“10.8 Renewal of a Permit

10.8.1 Application for renewal of a temporary use permit must be received no later than one (1) year after expiry of the permit. For clarity, this does not authorize continued use without a valid temporary use permit.

10.8.2 Application for renewal of all other permits must be received no later than two (2) years from the date of lapse of the Permit.”

d) To Section 12 Delegation of Authority

- a. **By adding** Section 12.6.5.2 as follows: “The delegated Development Permit is a part of an application with a non-delegated Development Permit. “
- b. **To Section 12.7 by adding** “Development Variance Permits” after “Development Permits” and include “, where the issuance was delegated” after “lapsed”.
- c. Section 12.7.2 **by including** “development” before “permit” and “or heritage alteration permit after “permit”, and striking out the period and replacing with “; and”.
- d. **By adding 12.7.3** as follows: “The application for renewal occurs no later than two (2) years from the date of lapse of the Permit”.
- e. **By amending** Section 12.9.2 by **adding** “or siding” after “doors” and changing “do” to “does”.

e) **To Schedule 1 – Notice of Application Sign Requirements**

- a. **By adding** “non-delegated” before “Heritage”.
- b. **By striking out** Section 4 Preparation of Sign and **replacing** it with the following:

“Section 4 Preparation of Sign

Staff will provide the applicant with proof of the Notice of Application Sign in a digital format for the applicant to review and print. It is the responsibility of the applicant to print and install the sign in accordance with this Bylaw. The applicant must provide staff with proof of sign installation within ten days of receiving the approved digital mock-up of the Notice of Application Sign.”

- c. **By Striking Out** Section 5 Siting of Sign and **replacing** it with the following:

“Section 5 Siting of Sign

All Notice of Application Signs shall be placed on the property, as close to the front parcel line as possible. The sign must be free-standing and face the street or be located on the ground floor of the building (if the building is on or near the parcel line) and be entirely visible and legible from the street with no obstructions. All proposed sign locations must be verified by the Village Staff prior to installation. The sign must be located so as not to interfere with pedestrian or vehicular traffic, or obstruct visibility from streets, lanes, walkways or driveways so as to create a hazard. The Notice of Application Sign must be of good print quality, installed in a sound workmanlike manner, and capable of withstanding wind and weather.”

And by removing the typical sign siting diagram found within this section.

- d. To Section 7 Maintenance of Sign, but adding “of this Schedule” at the end of the section and before the period.
- e. **To** Section 8 Amendments to Application **by striking out** “The applicant will provide a mock-up of the sign to the Village Staff for review and approval prior to final printing” **and replacing with** “Staff will prepare and provide the sign proof for the applicant to review and print”.
- f) **To Schedule 2 – - An Application for an Amendment to an Official Community Plan Bylaw or Zoning Bylaw (including the establishment of a Phased Development Agreement)**
 - a. **By striking out** Section 3.j) and **replacing it** with: “The applicant is required to

host a public information meeting for OCP amendments prior to Council consideration of the amending bylaw. Staff may recommend that a public information meeting be held for a Zoning Bylaw amendment. Council may require the applicant to conduct additional public consultation for OCP and Zoning Bylaw amendments to seek additional community engagement regarding the proposed application, the cost of which will be the responsibility of the applicant. The applicant is to conduct public information meeting in accordance with the requirements of Section 8 of this bylaw.”

- b. Section 3.k) **by striking out** “the proposed Zoning Bylaw Amendment is consistent with the OCP” **and replacing with** “a public hearing is not being held.”

By Striking out Section 3.n) a renumber the subsequent subsections accordingly.

g) To Schedule 3 - Comprehensive Development Plans

- a. Section 3 e) Processing Procedure – PART B: Submission of a Comprehensive Development Plan by
 - i. **striking out** “may be” and **replacing with** “is”;
 - ii. **striking out** “and is encouraged”;
 - iii. **including** “and host” after “arrange” and before “and”; and
 - iv. striking out “Section 7” and replacing it with “Section 8”.

h) To Schedule 6 – Temporary Use Permit

- a) Section 2.i) by **adding** “While Optional” at the beginning, and “host” and **striking out** “Be required and is encouraged to” and replacing with “host” and **adding** “Council may require further public consultation pursuant to Section 7 of this Bylaw” at the end of this section.
- a. Section 2.i) by **striking out** this section and replacing with the following:

Staff may recommend that the applicant hold a public information meeting at their own expense prior to the permit being considered by Council. The applicant is to conduct the public information meeting in accordance with the requirements of this bylaw. Council may require further public consultation pursuant to section 7 of this Bylaw.
- b. **By adding** Section 3 Application for Renewal after Section 2 Processing procedure as follows:

3. “Application for Renewal

- a) An Applicant to whom a temporary use permit has been issued may apply in writing to have the permit renewed for the same use for a specified term not exceeding 3 years.
 - b) A renewal should be applied for and granted within the term of the original temporary use permit.
 - c) A renewal may only be by resolution of Village Council.
 - d) A renewal application may not need to follow all of the above processing steps so long as the scope of the use has not changed, and no bylaw complaints have been received regarding the use of subject property.”
- i) **To Schedule 9 – Heritage Alteration Permits**
- a. Section 2 d) by **adding** “for non-delegated Heritage Alteration Permits” after “sign”.
 - b. **By Adding** Section 2.h) as follows:

*Staff may recommend that the applicant hold a public information meeting at their own expense prior to the permit being considered by Council. The applicant is to conduct the public information meeting in accordance with the requirements of this bylaw. Council may require further public consultation pursuant to section 7 of this Bylaw. And **renumbering** the subsequent subsections accordingly.*

Severability

3. If any section or subsection of this Bylaw is found to be invalid by a court of competent jurisdiction, the section or subsection may be severed from the Bylaw without affecting the validity of the remainder of the Bylaw.

READ A FIRST TIME THIS	27 TH	DAY OF	JULY	2026
READ A SECOND TIME THIS	27 TH	DAY OF	JULY	2026
READ A THIRD TIME THIS	27 TH	DAY OF	JULY	2026
ADOPTED THIS	8 TH	DAY OF	SEPTEMBER	2026

Mayor

Corporate Officer