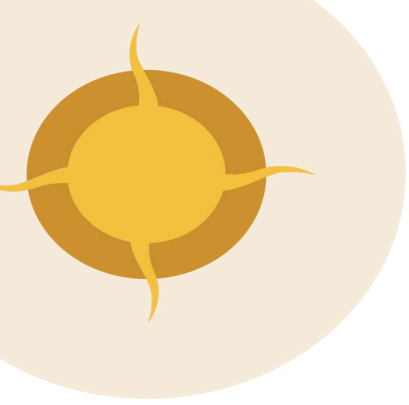


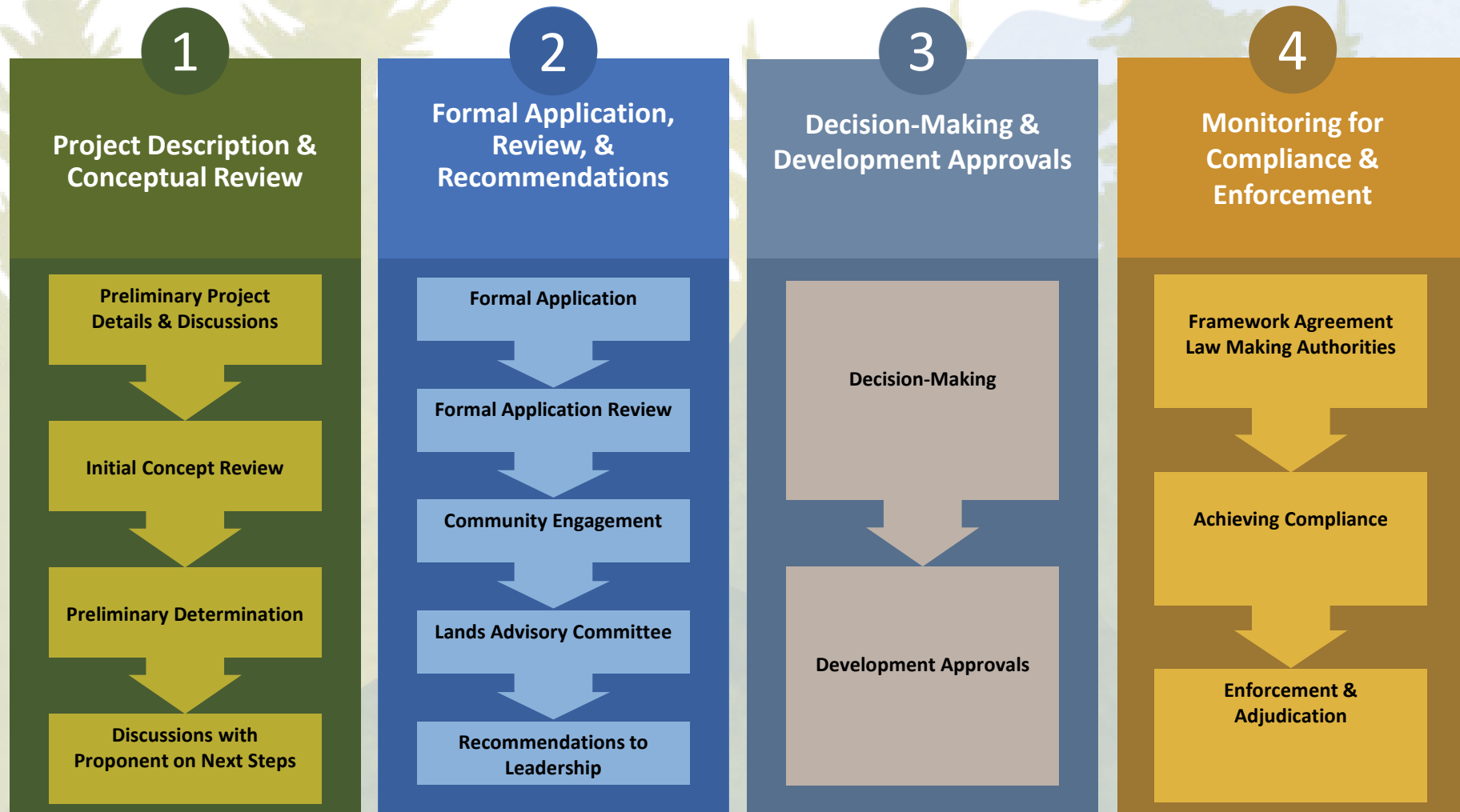


Formal Application, Review, & Recommendations

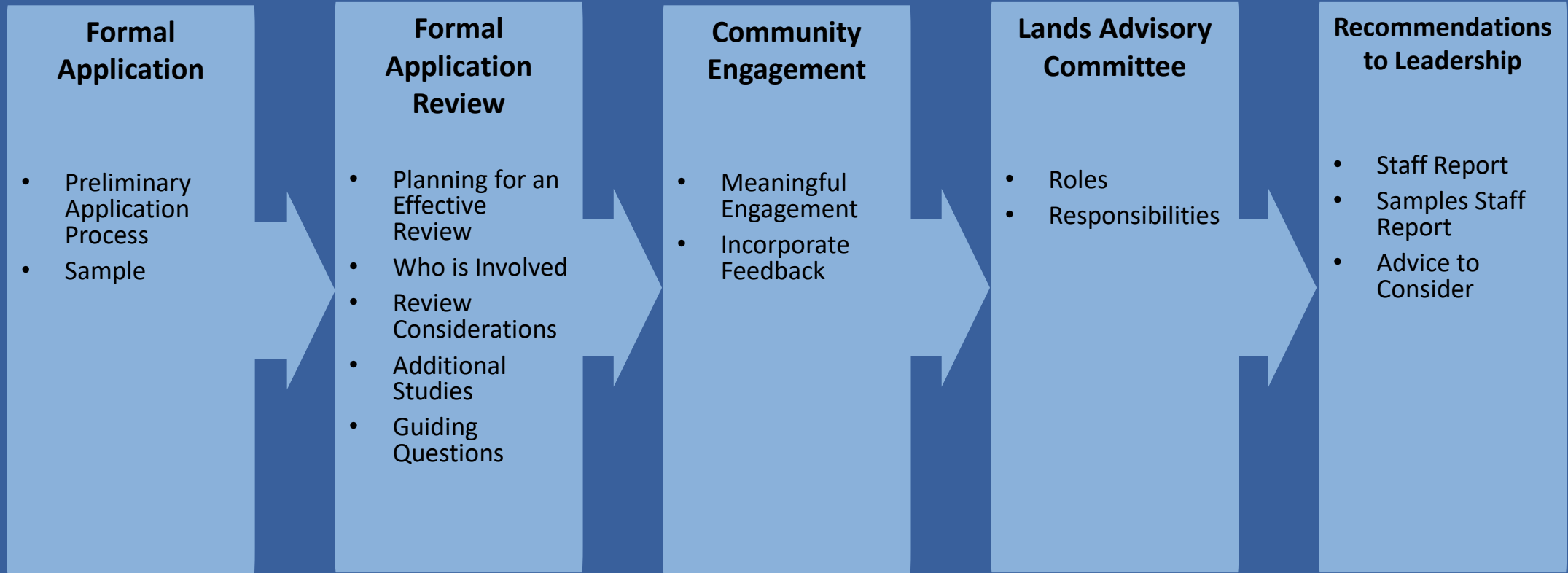
Land Development Review Procedures: Stage 2



The Four Stages of Land Development Review Procedures



Formal Application, Review, & Recommendations



Formal Application

Overview

A complete **Formal Application** provides the information needed to assess a proposed development and ensure all requirements are met before review begins.

When accepting a **Formal Application**, review the following:

- Preliminary Application Process
- Sample

Formal Application

Preliminary Application Process

Implementing a **Preliminary Application Process** (Stage 1) ensures the proponent knows what must be included in the application submission.

Including a checklist in this process ensures the proponent knows that must be submitted in the formal application. The checklist could include:

- Complete application Form
- Site plan
- Building plan(s)
- Completed additional studies (as requested in Stage 1)
- Fees and deposits
- Planning rationale report (optional)

Formal Application

SAMPLE



KATZIE
FIRST NATION
...Land of the Moss

P: (604)465-8961 | F: (604)465-5949
19700 Salish Road, Pitt Meadows, BC, V3V2G1

Office Use Only	Date of Application:	File #	First Time Applying?
	Received By:	Fee Paid \$:	

SDS 1- SUBDIVISION DEVELOPMENT SERVICING – APPLICATION FORM FOR AUTHORIZATION

Applicant (Agent) Information

Full Name:	
Mailing Address:	
Contact Info:	Phone: Email:
Other:	1. Applicant is a registered Katzie First Nation Member ☐ Yes ☐ No 2. Applicant is the Certificate of Possession Holder ☐ Yes ☐ No* - <i>If no, please complete Agent Authorization Form and include agent information</i> 3. Katzie has commissioned the work on Community Land ☐ Yes ☐ No* - <i>If no, please complete Agent Authorization Form</i>

Owner Information (if different from above)

List legal name and addresses of all persons and or entities holding any sort of interest in the property which is the subject of the development application including CP (Certificate of Possession) holders. Please use another sheet if necessary.

Full Name:	
Mailing Address:	
Contact Info:	Phone: Email:
Additional Info:	

Property Information

Civic Address:	
Legal Description:	
FNLRs Property Identification Number (PIN):	
Survey Plan Number:	
Existing Land Use:	☐ Residential ☐ Commercial ☐ Agriculture ☐ Other:
Existing Road Access (name of road):	
Katzie Land Use Designation:	

Type of Application

Type of Work

☐ New	☐ Addition	☐ Renovation	☐ Landlord Improvement
☐ Tenant Improvement	☐ Demolition	☐ Subdivision	☐ Other:

Type of Infrastructure

☐ Residential Single Family	☐ Residential Two Family	☐ Suite	☐ Deck
☐ Pool	☐ Commercial	☐ Institutional	☐ Signage
☐ Industrial	☐ Excavation	☐ Agricultural	☐ Duplex/Townhome
☐ Garage/Carport	☐ Dock	☐ Other:	

Application Details

Proposed Project Description:

A **Formal Application Review** examines whether a proposed development meets the requirements of the First Nation's land use plans, laws, and community priorities.

When reviewing a formal application consider the following:

- Planning for an Effective Review
- Who is Involved
- Review Considerations
- Additional Studies
- Guiding Questions

Formal Application Review

Planning for an Effective Review

Planning for an Effective Review includes ensuring the foundation has been laid during the preliminary application process in Stage 1.

Planning may include:

- Considering how project management will work and reminding colleagues and team members of the process
- Identifying if external experts and technical advisors will be needed
- Setting expectations for the scope of the review and recommending changes to proposal

Formal Application Review

Who is Involved

	First Nation	Proponent	Governance & Decision Makers	Community
Participants	• First Nation Staff • Approving Officer • Technical Advisors (e.g. staff or third-party specialist)	• Developer or Proponent • Certificate of Possession Holder • First Nation Member • Economic Development Corporation	• Lands Advisory Committee • Chief and Council	• On/off reserve • Family Groups • Special Interest Groups (e.g. land users, youth)
Responsibilities	• Ensures project follows processes • Completes due diligence • Reviews applications • Writes reports • Issues authorizations • Ensures compliance • Coordinates reviews	• Knows and follow FN laws & policies • Submits forms / applications in accordance with FN requirements • Pays applicable fees • Hires technical expertise as needed	• Represents community interests • LAC offers advice to staff, recommendations to Leadership • Delegates authority • Provides final decision	• Participates in engagement • Provides input and ideas • Votes on specific projects and lease holds • Holds Leadership accountable

Formal Application Review

Review Considerations

Environment

Liabilities &
Obligations

Health & Safety

Cultural
Heritage

Laws, Policies &
Governance

Financial &
Economic Risks

Infrastructure

Additional Studies that have been requested in Stage 1 will be reviewed to determine if the project will cause harm to the First Nation or result in adverse effects.

When reviewing additional studies, ask the following questions:

- Who will be responsible for review? Is support of trusted technical experts required?
- What is the process if an Additional Study identifies a need for changes in the proposed project?
- Do you have a mitigation plan in place to minimize or eliminate adverse effects from the proposed project?

Formal Application Review

Guiding Questions

The following **Guiding Questions** will help ensure that key information has been considered:

- Does the information provided clearly show that the project complies with our current plans, policies, and laws?
- What has been the feedback from your community engagement?
- What institutional knowledge do we have about this project?
 - History of the parcel
 - Major issues across departments
 - Knowledge of proponent/developer

Community Engagement ensures that community members have meaningful opportunities to provide input on proposed developments and influence outcomes before decisions are made.

When planning and incorporating community engagement, consider the following:

- Meaningful Engagement
- Incorporate Feedback

Planning **Meaningful Engagement** can help community members feel informed and encourages input on a proposed project.

Here are some tips to support meaningful engagement:

- Verify what circumstances require community meetings or approvals under your Land Code
- Engage early and regularly to build trust in the planning and development process
- Offer multiple opportunities for communication to ensure that the decision-making process is transparent and consistent
- Consider various methods for collecting feedback throughout the process

To **Incorporate Feedback** that makes the community feel heard and involved, consider the following:

- Show where changes were made based on community feedback
- Identify if any concerns could be resolved through additional studies, as this supports the approval of the formal application
- Share any proposal changes based on input to help build community buy-in and support
- Collaborate to address feedback and adjust the project proposal to incorporate what was heard

The **Lands Advisory Committee** provides community-based advice and insight throughout the development review procedure, helping align proposed projects with First Nation's laws and planning priorities.

When involving the Lands Advisory Committee, consider the following:

- Roles
- Responsibilities

The Lands Advisory Committee can hold these **Roles** within the land development review procedures:

Role	Description
Advisor to Chief & Council	Makes recommendations on whether to approve, approve with conditions, or reject a formal application
Community Planning Partner	Plays an important role in land development and land use planning beyond community engagement
Application Reviewer	Helps review incoming applications at any stage
Interpreter of Laws and Policies	Provides input based on community voice, expertise, and interpretation of the First Nation's laws, plans, and policies

The Lands Advisory Committee holds these **Responsibilities** during the development review:

- Offers early and ongoing insight on potential roadblocks
- Focuses on the broader goals of sustainable, inclusive, and effective development
- Seeks clarification or further details to support informed decision making
- Suggests changes to improve alignment with First Nation's values or legal requirements
- Works with staff to navigate challenges and support project success
- Encourages or facilitates full community engagement on development projects (in some cases a requirement)

Recommendations to Leadership

Overview

Staff provide **Recommendations to Leadership** based on data analysis, technical reviews, community feedback, and good planning practice.

To provide effective recommendations, consider the following:

- Staff Report
- Sample Staff Report
- Advice to Consider

Recommendations to Leadership

Staff Report

During the formal application review, a **Staff Report** presents planning rationale and recommendations to leadership for decision-making.

- Provides Chief and Council with the rationale and advice needed to make fair, informed, and well-documented decisions
- Is the main tool to demonstrate the consideration of and compliance with the First Nation's policies and applicable laws
- Provides a paper-trail showing a fair and equitable process

Recommendations to Leadership

Sample Staff Report

FIRST NATION LOGO

STAFF REPORT Development Application

Date:
To:
From:
File No.:
Address:

RECOMMENDATIONS

Should Chief and Council approve this application, Lands staff recommend:

- [Lands department advice]
- [Summary of other departments' considerations]

APPLICATION

Proposal to construct ...

[Description of how the proposed development conforms to relevant First Nation policies, laws and guidance documents]

1. Section(s) of Land Use Plan
2. Development Law provision(s)
3. Development Guideline section(s)

COMMENTS

CONTACT

[Name and contact information for staff person]

Recommendations to Leadership

Advice to Consider

Here is some **Advice to Consider**:

- Creating a standard Staff Report that will be shared with decision makers can support a smooth process
- Be prepared that leadership may be pulled in various directions and may not follow staff advice, even if it is rooted in First Nation governance best practices
- Chief & Council's role is to make final decisions; staff role is to provide unbiased recommendations based on accurate data and analysis

Deanna Honeyman



TZEACHTEN **FIRST**
CH'ITYÁQTEL NATION

CH'ÍYÁQTEL REZONING & DEVELOPMENT

Application Evaluation



COMMUNITY ENGAGEMENT

- **Sentiment of Member**

1 (strongly opposes) to 5 (strongly supports)

- **Proximity of Member**

Adjacent (10)

Within 100m (7)

Within LUP Neighbourhood (5)

On-reserve (3)

Off-reserve (1)

Respondent Number	How Do They Feel About the Application	Where Do They Live Relative to Site	Average Score	Pending
1			Highest Scoring Respondent	
2			Lowest Scoring Respondent	
3				
4				
5			Proximity	Multiplier
6			Adjacent	10
7			Within 100m	7
8			Within LUP Neighbourhood	5
9			On-Reserve	3
10			Off-Reserve	1
			Sentiment	Score
			Strongly Support	2
			Mildly Support	1
			Neutral	0
			Mildly Oppose	-1
			Strongly Oppose	-2



LAND USE PLAN

General Policies
(25%)



Neighbourhood
Land Uses
(50%)



Neighbourhood
Policies
(25%)

General Policies							
Pg. 17 - 24 in the Land Use Plan (2023)							
Sub-Category	Eligible Criteria	Evaluated Criteria	Total Guidelines	Mandatory Guidelines Satisfied	Recommended Guidelines Satisfied	Preferred Guidelines Satisfied	Score (all eligible)
Community	5	0	7	0 of 1	0 of 2	0 of 2	0.0
Culture and Traditional U	2	0	3	0 of 0	0 of 1	0 of 1	0.0
Environment	6	0	6	0 of 4	0 of 1	0 of 1	0.0
Housing	3	0	3	0 of 1	0 of 1	0 of 1	0.0
Land Development	6	0	13	0 of 2	0 of 1	0 of 3	0.0
Light Industrial	9	0	12	0 of 6	0 of 1	0 of 2	0.0
Roads	5	0	5	0 of 3	0 of 1	0 of 1	0.0
Sub-Total	36	0	49	0 of 17	0 of 8	0 of 11	0.0
Neighbourhood Policies							
Pg. 25 - 42 in the Land Use Plan (2023)							
Sub-Category	Eligible Criteria	Evaluated Criteria	Total Guidelines	Mandatory Guidelines Satisfied	Recommended Guidelines Satisfied	Preferred Guidelines Satisfied	Score (all eligible)
Ch'iyaqtel Eastlands	8	0	10	0 of 3	0 of 2	0 of 3	0.0
Ch'iyaqtel Shared Lands	7	0	9	0 of 3	0 of 2	0 of 2	0.0
Ch'iyaqtel Village	17	0	19	0 of 3	0 of 5	0 of 9	0.0
Industrial Northlands	6	0	7	0 of 4	0 of 2	0 of 0	0.0
Th'ale temexw	9	0	14	0 of 3	0 of 1	0 of 5	0.0
Vedder Crossing	4	0	6	0 of 1	0 of 1	0 of 2	0.0
Yáyelem	2	0	5	0 of 0	0 of 2	0 of 0	0.0
Ch'iyaqtel Gateway	12	0	14	0 of 0	0 of 6	0 of 6	0.0
Sub-Total	53	0	84	0 of 17	0 of 21	0 of 27	0.0
Grand Total	89	0	133	0 of 34	0 of 29	0 of 38	0.0
				Neighbourhood	Land Use	Output	



ADVISORY COMMITTEE REVIEW

- Criteria is divided into several components
- Scored as a -1, 0 or +1
- Standardized so each criteria has the same weight
- Has flexibility to add extra criteria for consideration if necessary



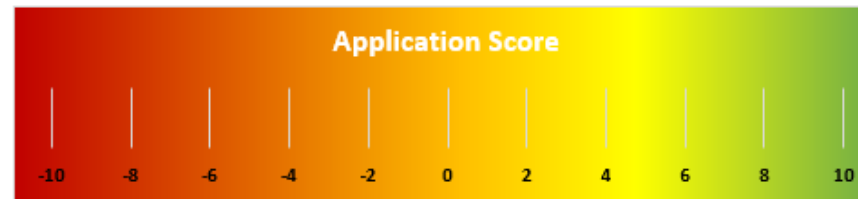
Sub-Category	Criteria Text	Mostly Positive	Somewhat Positive	Neither Positive or Negative	Somewhat Negative	Mostly Negative
Community Welfare and Safety	the promotion of health, safety, convenience and welfare of Tzeachten Members;	☐	☐	☐	☐	☐
	the promotion of health, safety, convenience and welfare of residents, occupants and other persons who have a lawful interest in Tzeachten Lands;	☐	☐	☐	☐	☐
Economic & Cultural Balance	The economic interests and development of Tzeachten Lands;	☐	☐	☐	☐	☐
	Retaining Tzeachten lands as a home, community, refuge and cultural base for present and future generations of Tzeachten Members;	☐	☐	☐	☐	☐
Community Benefits	provision of community benefits including land and/or funds to Tzeachten for the development of community amenities;	☐	☐	☐	☐	☐
Cultural & Heritage Protection	protection and enhancement of cultural and heritage sites;	☐	☐	☐	☐	☐
Cultural & Heritage Protection	compatibility with Tzeachten and Sto:lo culture;	☐	☐	☐	☐	☐
Aesthetic & Visual Impact	viewscales, aesthetics and visual qualities;	☐	☐	☐	☐	☐
Compatibility with Surroundings	the character of the proposed activity or project in relation to the character of the Zone, neighbourhood, and the buildings already erected;	☐	☐	☐	☐	☐

SCORE OVERVIEW

Land Use Plan			20%
Components	Weight	Score	0.0
General Policies	25%	0.0	
Neighbourhood Land Uses	50%	Pending	
Neighbourhood Policies	25%	0.0	
Community Engagement			40%
Components	Weight	Average Score	Pending
Member Sentiment	Varies by Proximity	Pending	
Zoning By-law Section 8.13			40%
Components	Weight	Score	0.0
Community Considerations	50%	Pending	
Regulatory & Environment	50%	0.0	

Final Score

Pending



Application likely has major compliance issues or will be a detriment to the land-based priorities of the community.	Likely to need some revisions but could be an asset.	Likely to improve the use of this parcel.
--	--	---



MADE IN COLLABORATION WITH DILLON CONSULTING



Platinum member

— PROUDLY CANADIAN SINCE 1946 —

Spencer Lamirand

Dillon Consulting Limited

555 Burrard Street, Suite 1055

Vancouver, British Columbia, V7X 1M7

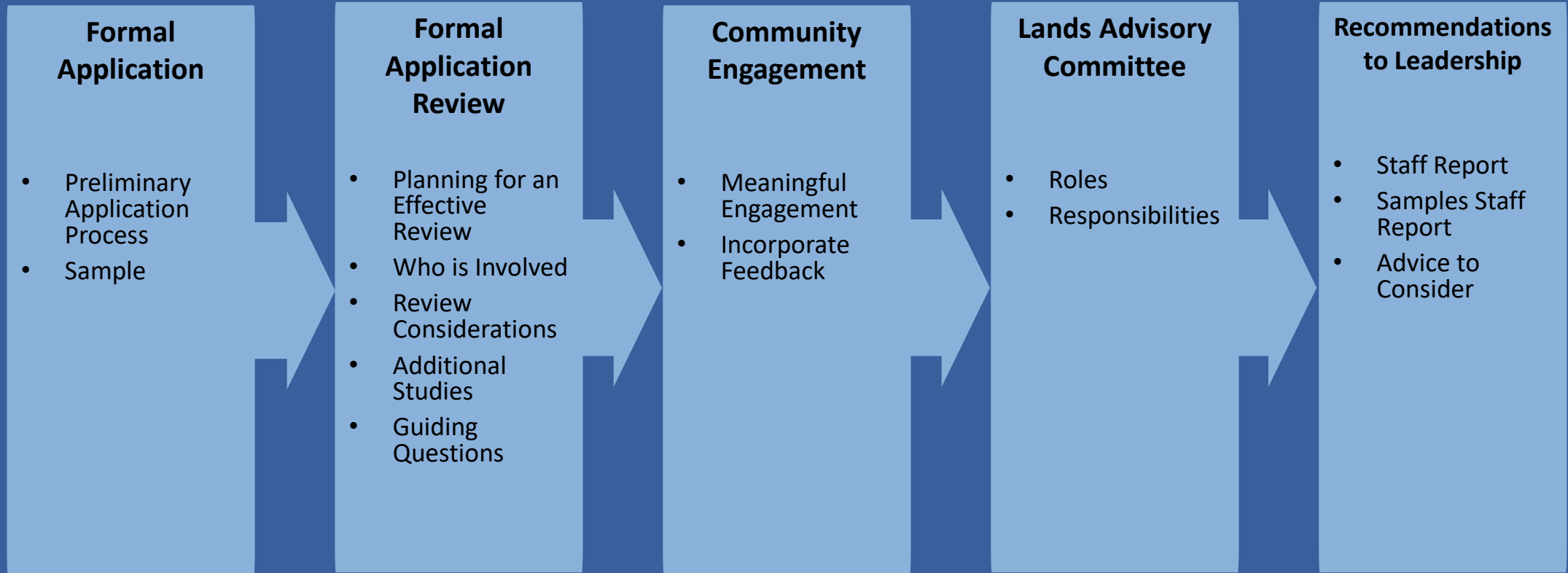
T - 604.295.7070 ext. 4268

slamirand@dillon.ca

www.dillon.ca

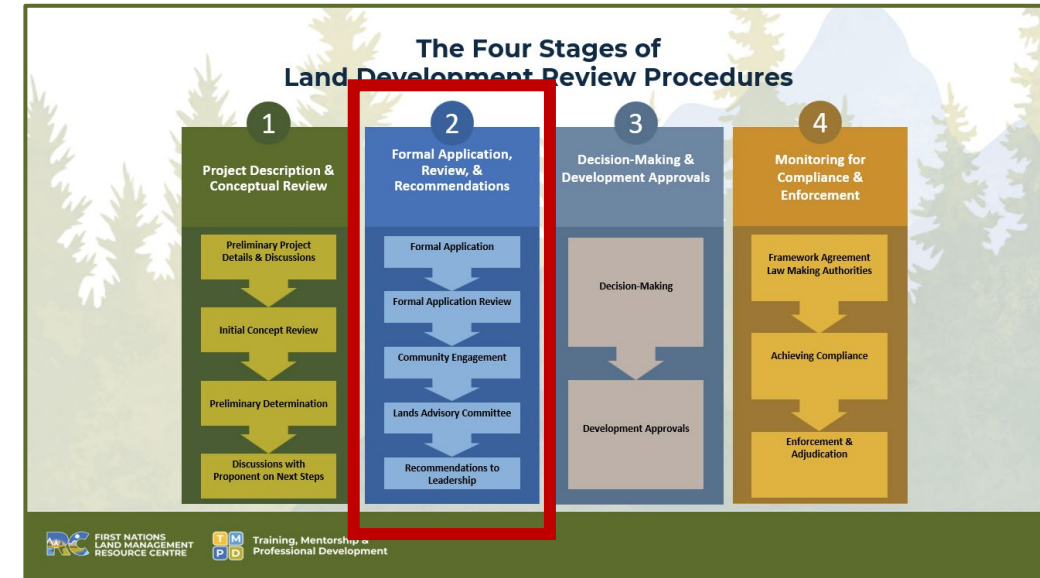


Formal Application, Review, & Recommendations



Checklist Activity

1. You will now continue to take part in the activity to help build a Development Review Checklist.
2. Discuss the Stage 2 presentation topics at your table, guided by the prompt(s).
3. Identify key considerations based on your experience/knowledge, as well as what might be helpful to others.
4. Have one person at your table use the Slido QR code to share your table's input.



Checklist Activity

Stage 2 Prompts

What information is most often missing on a formal application?

What are some areas of impact or requests for additional studies that you have encountered during a formal application review?

What types of community engagement are effective?

What methods can be used to gather community feedback?

slido



Q & A



Thank you

Day 2 Tomorrow
Breakfast 8:30am
Start 9:00am

