



City of Delta
COUNCIL REPORT
Regular Meeting

To: **Council**

File No.: **P26-05**

From: **Development Department**

Date: **February 24, 2026**

Local Government Development Approvals Program Funding Application

The following report has been reviewed and endorsed by the City Manager's Office.

▪ **RECOMMENDATIONS:**

- A. THAT an application be submitted to the Union of BC Municipalities Local Government Development Approvals Program for up to \$200,000 in grant funding.
 - B. THAT the funding be used over the next two years to support projects that will improve the efficiency and organization of the development approval processes.
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▪ **PURPOSE:**

The purpose of this report is to obtain Council's formal support for the submission of an application to the Local Government Development Approvals Program (DAP) offered through the Union of BC Municipalities (UBCM).

▪ **BACKGROUND:**

DAP was established in 2019 and is intended to support the implementation of established best practices and to test innovative approaches to improve development approvals processes in British Columbia (Attachment A). Approximately \$9 million is available for the 2026 application intake. Municipalities can apply for and be awarded up to \$200,000 for process improvement projects. In 2021, Delta was awarded \$500,000 in the first round of funding.

▪ **DISCUSSION:**

Following receipt of funding in 2021, Delta undertook a series of projects aimed at improving customer service, creating greater operational efficiency and supporting the long-term shift toward digital service delivery. The expansion of the digital application platform marked a major shift toward online service delivery. Building on the successful launch of the eApply system, Delta introduced electronic submission and payment options for a wider range of application types. These digital tools have reduced administrative effort and offered applicants greater flexibility for both submitting applications and making payments.

Staff also completed a comprehensive review of "Development Application Procedures Bylaw No. 4918, 1992," which resulted in its repeal and the adoption of "Development Application Procedures Bylaw No. 8347, 2023." The new bylaw increased the number of

decisions that can be delegated to staff resulting in shorter timelines and improved predictability for minor development variance and development permit applications.

Together, the projects completed as part of the 2021 funding stream have strengthened Delta's foundation for digital application intake and enhanced both operational efficiency and applicant experience. Looking ahead, this new round of funding provides an opportunity to advance projects that would support developing and updating development approvals guidance for both staff and applicants, while also facilitating collaboration with the development community.

The application for the 2026 UBCM Funding Stream would support the following projects:

- **Developing, Reviewing and Updating Development Approvals Guides for Staff and Applicants:**

This project focuses on enhancing the clarity, consistency and effectiveness of Delta's development approvals processes while supporting Delta's broader digital transformation goals. It involves refining and formalizing existing workflows by mapping end-to-end development review processes, establishing a clear baseline for identifying inefficiencies, standardizing practices, and enabling future process automation and data-driven decision-making. Based on this mapping, detailed standard operating procedures would be developed to support staff in applying processes consistently and transparently. Staff-facing guides that support these processes and procedures would be reviewed and updated to align with streamlined, future-ready workflows. Externally, all public-facing application materials, including guides, checklists and forms would be reviewed to identify gaps, remove outdated information and ensure applicants receive accurate, clear, and easy-to-follow instructions. This project would also include creating a structured document maintenance framework to ensure process documentation and guides remain current as organizational practices, digital tools and service delivery models continue to evolve.

- **Facilitate Collaboration Between the Development Community and the Development Department:**

This project aims to enhance communication, transparency and collaboration between the Development Department and the development community. As development processes evolve and new guides and digital supports are introduced, it is important that applicants remain informed and supported. As part of the engagement for the Small-Scale Multi-Unit Housing initiative, staff hosted events to share updates and connect with applicants and residents. These sessions have proven effective in supporting small-scale development. Building on this success, this project proposes to create similar events which would create opportunities for applicants at all levels of experience to engage with staff, ask questions and receive guidance that supports more complete and predictable application submissions.

To extend the reach of this collaboration, the project also includes developing video content for Delta's social channels. These resources would provide context for the Official Community Plan and Zoning Bylaw, overviews of development

application processes, tips for preparing complete submissions, explanations of common requirements and walkthroughs of newly updated forms and guides. Providing this content in an easily accessible format helps reduce barriers for applicants and enhances the transparency of Delta’s development processes.

To support these projects funding would be utilized to hire a temporary full-time position within the Development Department to provide technical support, project management, and design work to advance the proposed projects.

Staff intend to apply for funding to support this work and seek a formal resolution from Council in support. The DAP application requires a Council resolution indicating support for the current proposed activities and the City’s willingness to provide overall grant management. If Delta is successful in receiving funding, the proposed DAP projects must be completed within two years of grant approval.

Implications:

Financial Implications – Delta is eligible for up to a maximum of \$200,000 in project funding through DAP. The grant program provides 100 percent of the funding for eligible projects.

▪ **CONCLUSION:**

It is recommended that Delta apply for funding through the 2026 UBCM Local Government Development Approvals Program for the projects outlined in this report. A formal Council resolution is required to support the funding application.



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Department submission prepared by: Emily Paterson, Planner
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This report has been prepared in consultation with the following listed departments.

Concurring Departments		
Department	Name	Signature
Communications & Engagement	JoAnne Kleb	JK
Finance	Navin Chand	NC

▪ **ATTACHMENT:**

- A. Local Government Development Approvals Program 2026 Program and Application Guide