

STAFF REPORT: Planning



REPORT TO: Mayor & Members of Council
MEETING DATE: April 16, 2007
REPORT NO.: PL.07.51
SUBJECT: Bill 51, Changes to the Planning Act – Complete Application Requirements
**PREPARED BY: Peter Tollefsen
Director of Planning**

A. Recommendations

THAT Council does hereby receive Planning Staff Report #PL.07.51, “Bill 51, Changes to the Planning Act – Complete Application Requirements”;

AND THAT Council pass a By-law to delegate authority to staff regarding the advising of a complete application.

B. Background

At the March 05, 2007 Council meeting, a staff report was submitted on Bill 51. It dealt with changes to the Planning Act that municipalities need to be aware of.

One of the changes of the Implementation Procedures was that: within 30 days of an application fee being paid, Council must advise the applicant if the application is complete. The report commented that Council may wish to delegate this function to staff.

Council received the staff report for information purposes and supported staff proceeding with required implementation procedures contained in this report.

The heading of Sections 22(6.1) and 34(10.4) of the new Planning Act is Response re: completeness of request and states that within 30 days Council shall notify the applicant if the required information has been provided.

The concern of staff is that the 30 day deadline may fall between Council meetings or during summer recess and so it is suggested that this function be delegated to staff to ensure the requirements of the Planning Act are met. Under Section 23.1(1) of the Municipal Act a municipality may pass by-laws delegating any of the municipality’s duties.

The notice to the applicant will be in the form of a letter from staff if the required information has been provided, or not.

All such letters will be forwarded to Council at the very next Planning Council meeting agenda for your information. Any significant development applications or actions of staff that may have some impact on the Municipality will go to Council in report form prior to formally advising the applicant.

C. Strategic Plan

The purpose of this report recommendation is to help streamline the planning application process meeting Goal #5:

“Ensuring long term financial sustainability”; and

Goal #6:

“Providing a strong, well managed municipal government”.

D. Budget Impact

The purpose of this report recommendation is to help streamline the planning application process. If staff have to take a report on the information provided on every Zoning By-law or Official Plan Amendment application to a Council meeting for a resolution, within the 30 day deadline, it will increase staff and Council time as well as workload and could also impact the budget.

E. Attachment

1. Draft Zoning By-law

Respectfully submitted,

Peter Tollefsen, Director of Planning