Minutes – Executive Policy Committee – June 17, 2025

REPORTS

Item No. 16 Authority for Determining Completeness of a Development Application

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee recommended to Council:

1. That Public Service be directed to report back within 90 days with draft amendments to the Development Procedures By-Law that would:

    A. Restore shared authority to declare a development application to be complete, matching the language prescribed in Part 2(B)(vi) of (*repealed*) By-Law 160/2011, so that "the Standing Policy Committee, Executive Policy Committee or the Director" would each hold the same authority as any other "designated employee" to determine whether a development application was complete, and

    B. Additionally require that if the Standing Policy Committee or Executive Policy Committee consider a motion to declare a development application to be complete, the mover of any such motion must also submit in writing reasons for the proposed declaration motion via a letter to the appropriate Committee Chair, copied to Committee members and the Chief Administrative Officer, for that motion to be in order.

2. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

DECISION MAKING HISTORY:

Moved by Councillor Browaty,

That Rule 10(3) of The Procedure By-law No. 50/2007 be suspended in order that the following item, which was received less than four business days preceding the committee meeting, be considered by Committee.

Carried

Moved by Councillor Duncan,

WHEREAS in By-Law 160/2011 [*repealed*], the Director of Property, Planning and Development shared authority with City Council's pertinent committees to determine whether or not a development application was complete for the purposes of moving it to the public hearing process;

AND WHEREAS collaboration with other levels of government to facilitate major economic projects or deliver on joint social or economic objectives may, from time to time, require expedited development approvals on the authority of elected officials;

AND WHEREAS City Council is ultimately accountable for compliance with Bill 37 and for meeting federal housing targets, and either objective may from time to time require expediting application reviews;

AND WHEREAS designating an employee to determine whether or not a development application is complete is a delegated authority of City Council, which may be retained by Council at its discretion;

THEREFORE BE IT RESOLVED THAT City Council direct the Public Service to report back within 90 days with draft amendments to the Development Procedures By-Law that would:

1. Restore shared authority to declare a development application to be complete, matching the language prescribed in Part 2(B)(vi) of (*repealed*) By-Law 160/2011, so that "the Standing Policy Committee, Executive Policy Committee or the Director" would each hold the same authority as any other "designated employee" to determine whether a development application was complete, and

2. Additionally require that if the Standing Policy Committee or Executive Policy Committee consider a motion to declare a development application to be complete, the mover of any such motion must also submit in writing reasons for the proposed declaration motion via a letter to the appropriate Committee Chair, copied to Committee members and the Chief Administrative Officer, for that motion to be in order.

Carried