

Overview:

The Municipal Act 2001, as amended, provides that Council can delegate its powers and duties under this or any other Act to a person or body subject to the restrictions set out in Act. Under this provision, Council passed By-law 2017-33 that outlines certain duties and powers that have been delegated to various staff and the reporting requirements.

Section 34 (10.4) of *The Planning Act* states:

“Response re completeness of application

(10.4) Within 30 days after the person or public body that makes the application for an amendment to a by-law pays any fee under section 69, the council shall notify the person or public body that the information and material required under subsections (10.1) and (10.2), if any, have been provided, or that they have not been provided, as the case may be. 2006, c. 23, s. 15 (4).”

This section of *The Planning Act* requires Councils to determine that they have received a “complete application” and the Applicant is to receive a response concerning the completeness of their application.

Conclusion:

In the past, staff would accept a zoning by-law amendment application and submit it to Council with a report to request Council deem it complete and authorize staff to process the application. This process adds to the time it takes to start processing these types of applications due to the time required to write the report to deem it complete and due to the timing of Council meetings.

In order to allow staff to process zoning by-law amendment applications in a timely fashion and to assist applicants during this emergency period, it has become apparent that some of the Township’s past practices need to be updated. In order to authorize staff to respond to applicants on the ‘completeness’ of these applications, Council will need to pass an By-law to delegate the Clerk/Planning Coordinator the authority to do this. By-law 2020-32 is included in the agenda package for Council’s consideration.

Recommendation:

That the Clerk/Planning-2020-28 report, dated June 10, 2020, regarding amending the Delegation of Powers-Duties By-law for Zoning By-law Amendment Applications be received and that By-law 2020-32 be passed at the appropriate time during the meeting to delegate the Clerk/Planning Coordinator the authority to respond to the completeness of zoning by-law amendment applications.

Financial Impact: Staff time will not be required to create and submit a report to Council, saving the approximately one hour of staff time.

Strategic Plan Applicability: *Effective Administration Goal:* To ensure and enable an effective and efficient municipal administration.

Sustainability Plan Applicability: N/A

Report Approval Details

Document Title:	Amend Delegation of Powers-Duties By-law - Zoning By-law Amendment Applications.docx
Attachments:	- By-law 2020-32 - Amend Delegation of Powers by-law - Deem ZBA Complete.pdf
Final Approval Date:	Jun 10, 2020

This report and all of its attachments were approved and signed as outlined below:

Martina Chait-Hartwig