



Temporary COVID-19 Council Process Changes

March 23, 2020



Purpose

- ▶ Allow Council & staff to focus on emerging priorities in response to COVID-19 while allowing some regular business to proceed
- ▶ Temporarily delegate select Council authorities & procedures
- ▶ Until May 31, 2020 or provincial orders regarding gatherings are lifted (whichever is later)

Existing Procedures & Authorities

- ▶ Council Procedure Bylaw No. 9200
- ▶ Development Application Procedures Bylaw No. 10540
- ▶ Delegation of Authority to Enter into Leases and Licences of Occupation Bylaw No. 11250

Development Applications – Delegation

- ▶ Delegate to the Divisional Director of Planning & Development Services:
 - ▶ Issuance of all DPs
 - ▶ Bylaw extensions at 3rd reading for maximum of 6 months
 - ▶ Only if no previous extension requests
- ▶ *Process: Amend Development Application Procedures Bylaw No. 10540*

Development Applications – Waiving Public Hearings

- ▶ Expand criteria to waive public hearings:
 - ▶ All rezoning applications consistent with the OCP
 - ▶ Recommendation of support from staff
 - ▶ Not expected to generate significant public input
- ▶ Does not include:
 - ▶ OCP amendments
 - ▶ A rezoning application with an OCP amendment or where inconsistent with OCP policies
 - ▶ Text amendments
 - ▶ Land use contracts

Development Applications – Waiving Public Hearings

- ▶ Council passes a resolution to waive public hearing for each application
 - ▶ Public notice still published in newspaper & notices sent to properties within 50 m
 - ▶ Staff report to Council with summary of correspondence and recommendation on how to proceed
- ▶ *Process: Pass a resolution directing staff to recommend that Council waive the public hearing on eligible rezoning applications*

Development Applications – General

- ▶ Opt out of providing Council resolutions and public input on liquor license applications
- ▶ Waive requirements for face-to-face public consultation on development applications (Council Policy No. 367)
- ▶ Suspend duties & meetings of advisory committees
- ▶ *Process: Pass resolutions directing staff to implement the above*

Real Estate Services – Major Projects

- ▶ **In case Council cannot meet**, delegate:
 - ▶ To the City Manager and Divisional Director of Partnership & Investments authority to:
 - ▶ Approve acquisition & disposition of property up to \$8 million for a single project
 - ▶ Access reserve funds & make necessary budget amendments for these transactions
 - ▶ To the Mayor and City Clerk authority to execute transactions
- ▶ Report back to Council as appropriate
- ▶ *Process: Amend the Delegation of Authority to Enter into Leases and Licences of Occupation Bylaw No. 11550 & pass a resolution authorizing reserve & budget amendments*

Real Estate Services – General

- ▶ Delegate to Divisional Director, Partnership & Investments:
 - ▶ Authority to approve & execute acquisitions & dispositions up to \$500,000
 - ▶ *Process: Amend the Delegation of Authority to Enter into Leases and Licences of Occupation Bylaw No. 11550*

Summary

- ▶ Delegation of authorities & process changes would be temporary during the response to COVID-19
 - ▶ Allows Council & staff to focus on other priorities
 - ▶ Allows development applications & real estate transactions to proceed
- ▶ Until May 31, 2020 or provincial orders regarding gatherings are lifted
- ▶ Staff will monitor & bring other recommendations if the need arises



Questions?