

Role of Developer, Council and Staff in Official Community Plan (OCP) Amendment, Rezoning, Variance, Temporary Use Permit and Liquor License Applications

Approved by Council on December 8, 2016.

PURPOSE

This document is intended to provide direction and clarity to the role of developers, Council and staff who are involved in Official Community Plan (OCP) Amendment, Rezoning, Variance, Temporary Use Permit and Liquor License Applications, as the role relates to Community Association Land Use Committee (CALUC) processes. The role of CALUCs is defined generally, in the CALUC Terms of Reference and then with greater specificity in relation to the various application processes and stages.

Council / Councillor Liaison Role

In the event that the Mayor or a Council member chooses to attend a CALUC meeting, their role should be as an observer and to provide information and answer questions as they choose. Council members who do attend may choose to provide an update to other Council members and/or share observations from this meeting at the public hearing or other meetings where Council considers an application.

Council is ultimately the decision maker on whether applications are approved or declined, or in the case of liquor licenses, Council's role is limited to making a resolution which is provided to the provincial liquor licensing authority. Council also makes the final determination as to whether there has been adequate public consultation.

Developer/Applicant

The developer or applicant's role is to provide clear and accurate information about the proposal. Ideally the developer will be open to feedback received throughout the process, with the understanding that the final proposal submitted by the developer and the degree to which they incorporate community feedback, is their decision.

City Staff

Staff inform the developer of the process, role and importance of the CALUCs and ensure the developer is aware of relevant policies, regulations and technical requirements as they pertain to the proposal. Staff ultimately report on applications to Council and carry out Council's direction. Staff can also support CALUCs, particularly with complex applications and OCP Amendments by:

- answering questions
- meeting with CALUCs, as required, ahead of community meetings to review relevant policies
- attending community meetings to provide fact-based information related to policies, regulations and technical requirements for complex applications and/or OCP Amendments
- meeting with CALUCs at their request on an annual basis
- providing training/orientation to all CALUCs and reviewing/updating processes on an annual basis.