



SUBJECT: Pipeline to Permit Committee Terms of Reference
TO: Corporate Services, Strategy, Risk & Accountability Cttee.
FROM: City Manager's Office

Report Number: CM-15-23

Wards Affected: All

Date to Committee: November 1, 2023

Date to Council: November 2, 2023

Recommendation:

Approve the Pipeline to Permit Committee Terms of Reference as attached as Appendix A to city manager's office report CM-15-23; and

Appoint the following members of Council to Pipeline to Permit Committee for a two year term, ending November 30, 2025:

- Councillor Stolte (Deputy Mayor for Housing)
- Councillor Galbraith (Deputy Mayor for Business and Red Tape Reduction)
- Councillor Sharman (Deputy Mayor for Strategy and Budgets); and

Appoint Councillor Stolte as the second Co-Chair to the Pipeline to Permit Committee; and

Direct the City Clerk to forward this recommendation to the November 2, 2023, Council meeting for final approval.

Vision to Focus Alignment:

- Increase economic prosperity and community responsive city growth
- Support sustainable infrastructure and a resilient environment
- Building more citizen engagement, community health and culture
- Deliver customer centric services with a focus on efficiency and technology transformation

Background and Discussion:

Mayoral report M0-01-23 introduced the concept of creating a new standing committee called the Pipeline to Permit Standing Committee, (the Committee) regarding the development process, and with respect to Burlington's approved housing pledge to the Province. The report was approved by Council on October 17, 2023, requesting that the Mayor and the City Manager build a term of reference for presentation at the November 1, 2023 CSSRA meeting. A draft Pipeline to Permit Committee Terms of Reference is attached to this report as Appendix A.

The Committee will focus on tracking growth, addressing issues, and pursuing continuous improvement opportunities for the development approval process within the City of Burlington, recognizing overarching legislative planning requirements and any other relevant regulations. The Committee will take an informed and analytical approach to the current procedures and development approval processes that affect the way businesses, residents and developers move through the development processing system. The Pipeline to Permit Committee (P2P) will make recommendations to Council to ensure the timely and efficient issuance of development approvals and building permits for residential and commercial customers to enable the development of complete communities.

Strategy/process/risk

The Committee shall meet monthly and make recommendations directly to Council on the following themes:

- Process
- External Agencies
- Resources
- Technology
- Oversight
- Government Relations

Standing Committee Procedure Changes

Through the approval of the terms of reference, the Pipeline to Permit Committee will work slightly different from other standing committees. Rules will be somewhat relaxed to afford organic and interactive discussion, fostering a free flow of ideas and commentary.

- Non-members of the Committee may be permitted to speak upon recognition by the presiding Co-Chair.
- Open discussion will be allowed in advance of motions being moved.

- No member shall speak for more than five minutes at a time.
- All members shall be allowed to speak one time before going to second-time speakers. This also applies to any subsequent rounds of speakers.
- There is no limit on the number of times members may speak to an item.

Review

A review of the Pipeline to Permit Committee shall be done one year after commencement, (by February 2025) then at a minimum once per term of Council.

Next Steps

This report is recommending that the Committee Terms of Reference be approved on November 2, 2023. This will allow the Office of the City Clerk to include the Pipeline to Permit Standing Committee into the Fall/Winter Public Appointments Recruitment drive.

In review of the schedule of events for the public appointment policy, new committee members may be appointed by January 2024, with the first Pipeline to Permit Committee meeting being held in February 2024.

Should Council approve the Terms of Reference, staff will also review to ensure the appropriate procedure by-law amendments are made in a timely manner.

Financial Matters:

There is no additional cost related to the establishment of the standing committee. Staffing and resources required would be absorbed within existing budgets as part of the normal course of business in the municipality. Should additional resources be identified, these will proceed via recommendations from Committee to Council for approval.

Climate Implications:

Not Applicable

Engagement Matters:

A draft was created and circulated to the Strategy and Risk Team and applicable development review staff for review, input and comment. The version attached incorporates the comments and suggested wording from the review team.

Conclusion:

Pipeline to Permit Standing Committee will make recommendations to Council to ensure the timely and efficient issuance of development approvals and building permits for residential and commercial customers to enable the development of Complete Communities. The Mayor and City Manager are pleased to bring the recommended Terms of Reference for approval by Committee and Council.

Respectfully submitted,

Tim Commisso

City Manager

Appendices:

A. Draft Pipeline to Permit Committee Terms of Reference

Report Approval:

All reports are reviewed and/or approved by Department Director, the Chief Financial Officer and the Executive Director of Legal Services & Corporation Counsel.