

File No.: 04-1000-20-2023-660

December 13, 2023

s.22(1)

Dear s.22(1)

Re: **Request for Access to Records under the Freedom of Information and Protection of Privacy Act (the "Act")**

I am responding to your request of October 24, 2023 under the *Freedom of Information and Protection of Privacy Act* for:

**Records currently in effect regarding the City's Director of Planning and its authority:**

- 1. that establishes by name who is currently appointed as "Director of Planning" under the Vancouver Charter, and date appointed;**
- 2. that establishes by name who is/are currently authorized representatives of the Director of Planning (as per definition of "Director of Planning" in Section 2 of Z&D Bylaw); and**
- 3. that establishes the specific authorizations (delegation, responsibilities, instructions, orders, terms etc.) of currently "authorized representatives of the Director of Planning."**

All responsive records are attached\*.

\*Please note, the records responsive to point one of your request relate to an In-camera meeting. In-camera meetings are meetings held in the absence of the public. Council is only authorized to hold in-camera meetings under the circumstances set out in section 165.2 of the Vancouver Charter. The in-camera minutes relating to point one are withheld under s.12(3)(b) of the Act. You can read or download this section here:

[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/96165\\_00](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00).

Additionally, in-camera decisions and reports are released when they are no longer considered sensitive. Released in-camera items may be viewed online here: <https://vancouver.ca/your-government/city-council-meetings-and-decisions.aspx> (select "In-camera meetings"). The decision for the appointment of the Director of Planning can be found at this link.

Please note: effective May 25, 2010, new templates and procedures were established in the City of Vancouver for the pro-active release of in camera information, where release of the information has been determined to be no longer sensitive. The new procedures were requested by Council at the June 18, 2009, Standing Committee on City Services and Budgets

meeting, in accordance with recommendations from a legal expert regarding improved handling of confidential information.

Under section 52 of the Act, and within 30 business days of receipt of this letter, you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your FOI request by writing to: Office of the Information & Privacy Commissioner, [info@oipbc.bc.ca](mailto:info@oipbc.bc.ca) or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number (#04-1000-20-2023-660); 2) a copy of this letter; 3) a copy of your original request; and 4) detailed reasons why you are seeking the review.

Yours truly,

Kevin Tuerlings, FOI Case Manager, for

*[Signed by Kevin Tuerlings]*

**Cobi Falconer, MAS, MLIS, CIPP/C**  
**Director, Access to Information & Privacy**  
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If you have any questions, please email us at [foi@vancouver.ca](mailto:foi@vancouver.ca) and we will respond to you as soon as possible. Alternatively, you can call the FOI Case Manager at 604-871-6584.

Encl. (Response Package)

:dl

**From:** [Smith, Doug](#)  
**To:** [PDS PLN All Staff - DL](#)  
**Subject:** Director of Planning  
**Date:** Thursday, September 28, 2023 9:44:15 AM

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Hi everyone,

I'm writing to provide you with an update on how the responsibilities of the formal Director of Planning (DoP) role will be managed until a new General Manager of PDS is appointed.

As acting GM, I will oversee all administrative and operational aspects of PDS work related to budgets, HR, metrics, planning policy initiatives, as well as key improvements to our systems through PIP, UNDRIP, etc. I will also continue to function as the primary point of contact with the City Manager's office and Council, including undertaking the final review and approval for all council reports, briefings and memos.

However, for this interim period until Council appoints a new GM / DoP, we've decided to split the formal responsibilities of the DoP role from the Acting GM role.

The DoP role is established by the Vancouver Charter and includes various responsibilities delegated by Council, such as approval/refusal of development permits (including exercising discretion on conditional applications), administration of bylaws (e.g. Zoning and Development, Parking), recommendations to Council on rezoning applications, and City-initiated rezoning.

Matt Shillito has agreed to carry out the DoP role for the interim period, in addition to continuing with his responsibilities as Director of the Special Projects Office. Council approved Matt's temporary appointment in-camera earlier this week.

The Development Planning and Rezoning divisions will report to Matt through Jason and Yardley, and we will assign various aspects of the DoP role as summarized in the table below. We expect the impact of this will be largely confined to the management team, as delegated responsibilities are not changing nor will anyone's day-to-day roles at this time.

The functions and authorities being undertaken by staff in DBL will also continue un-interrupted, as we look to maintain our current operating and reporting structure.

### Interim Director of Planning Responsibilities

Key: **M**ain, **O**ccasional, **N**o

Role/Authority	PDS Delegate - Directors & A/Ds of Rezoning Centre & Development Planning	Acting DOP (Matt)	Acting GM (Doug)
Development permit reviews & decisions	M	O	N
Development Permit Board meetings	O	M	N

Rezoning & DPs – meetings with enquirers/applicants	M	O	N
Rezoning - council report review	M	O	O
Rezoning - Public Hearings	M	O	O

If you have any questions please reach out to me.

Regards

Doug Smith (he/him) | Acting General Manager  
 Planning, Urban Design & Sustainability | City of Vancouver  
 | 604.829.4308

I am humbly thankful that I live and work on the territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətał (Tseil-Waututh) Nations