

TYPICAL REZONING PROCESS OVERVIEW (FOR POLICY-COMPLIANT PROPOSALS)

REZONING ENQUIRY (target approximately +/- 16 weeks to Letter of Response)

INTAKE + DISTRIBUTION

- Review submission for completeness
- Initiate processing (file documentation, fee payment)
- Distribute to review groups

INTERNAL REVIEW + ANALYSIS

- Review proposal and assess general policy compliance and site-specific conditions
- Analyze staff comments and identify issues
- Formulate staff recommendation for senior staff/management review

RECOMMENDATION

- Schedule senior staff/interdepartmental meeting
- Discuss proposal and draft recommendations with affected departments and senior staff/mgmt
- Finalize recommendations

RESPONSE LETTER

- Prepare staff response and obtain senior staff reviews
- Finalize letter of response and send to applicant

Applicant-dependent

PRE-APPLICATION

- Applicant submits revised drawings; or proposes new project specifics, or reconsiders proposal
- Applicant conducts pre-application consultation and tenant meeting, and seeks advice from advisory committees
- Applicant prepares rezoning application including finalizing proposal and completing studies/reports

REZONING APPLICATION (target approximately +/- 15 months to decision)

+/- 1 month

INTAKE + DISTRIBUTION

- Review submission for completeness
- Initiate processing (file documentation, fee payment)
- Distribute to review groups

+/- 8 months

INTERNAL REVIEW + CONSULTATION

- Prepare public notification (site sign, webpage, postcards)
- Review proposal and assess general policy compliance and site-specific conditions
 - Initiate CAC negotiation (if applicable)
- Conduct Q&A period and seek advice from advisory committees

+/- 2 months

REPORT + CONCURRENCE

- Prepare referral report and draft by-law
- Identify target referral date
- Finalize report and obtain concurrences

+/- 1 month

REFERRAL

- Application referred at Council meeting
- Schedule public hearing date
- Prepare public notification

Applicant-dependent

ENACTMENT

- Applicant satisfies by-law enactment conditions; agreements are accepted and fully registered with Land Title Office
 - Prepare CD-1 by-law for enactment
 - By-law enacted at Council meeting
- Application decision at Public Hearing