

Mayoral Decision

Decision Number: 2024-13

Date: April 18th, 2024

Subject: Direction to Staff – Planning Expedition

I, Mat Siscoe, Mayor for the City of St. Catharines, pursuant to Section 284.3 of the Municipal Act, 2001. S.O. hereby direct the Chief Administrative Officer (CAO) to:

Adopt a housing-focused approach to the administration of the corporation, fostering a culture of customer service and expedition, while acknowledging regulatory compliance as the core function for the City; and

Instruct all City departments to prioritize development applications, and respond to development application circulations within the targets provided by Planning and Building Services and consistent with timelines determined by the provincial government, or identify as soon as possible where there are barriers or challenges that impede timely response; and

Instruct all City departments to adopt a solutions-first lens towards development applications, with alternatives provided in all situations where development applications encounter roadblocks from a technical perspective; and

Prioritize expeditious and outcome-focused processing of residential and mixed-use development projects, working in collaboration with the Development Community, while meeting the standards of the City and all applicable laws and legislation; and

Advance Housing Accelerator Fund initiatives and their implementation, once approved by Council, as a top strategic priority for the corporation; and

Use Housing Accelerator Funds to further resource development engineering services to appropriate levels, as determined by the CAO, to enable expeditious and thorough reviews of development applications within timeframes provided for by the Planning Act; and

Use Housing Accelerator Funds to expand project expeditor services, as determined by the CAO, to offer a solutions-focused approach to more complex development applications; and

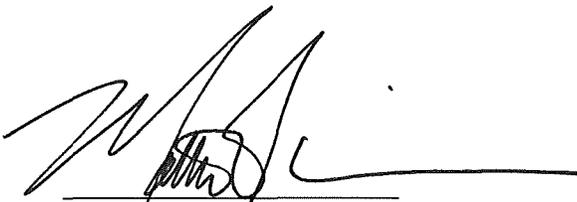
Make Housing Accelerator Funds available across all City departments, as determined by the CAO, with the objective to eliminate and/or mitigate identified barriers and challenges to timely and thorough review of development applications, including but not limited to developing a standardized set of requirements through the use of a site plan manual for development proponents; and

Implement customer service training, protocols, and directives for staff teams that interact with the development community to ensure expeditious return of inquiries (wherever possible in the manner they were received), and report back on the steps taken to the Mayor by the end of Q3; and

Create a reporting mechanism for Council that identifies key metrics and milestones for the processing of development applications, the timelines for meeting those milestones, and on-going opportunities for continuous improvement; and

Track where delays are occurring in the development application process and the internal or external factors contributing to delays and notify the Office of the Mayor as soon as possible when these factors are impeding processing applications for significant developments.

Engage in regular consultation with the Development Community to ensure that bottlenecks in the processes are being resolved in an effort to shorten timelines;



Signature of Mayor
Mat Siscoe