

**Planning & Development Services Report to
Infrastructure and Planning Committee
2024 December 11**

**ISC: UNRESTRICTED
IP2024-1262**

Calgary Planning Commission Governance Review and Bylaw Amendments – Phase Two

PURPOSE

The purpose of this report is to provide an update on the governance review of Calgary Planning Commission (CPC) and to seek approval for the second and final phase of updates.

PREVIOUS COUNCIL DIRECTION

On 2024 July 30, as a result of phase one recommendations, Council gave three readings to the amendments to the Calgary Planning Commission Bylaw (28P95) which updated CPC membership requirements (Attachment 1).

RECOMMENDATIONS:

That the Infrastructure and Planning Committee:

1. Forward this report (IP2024-1262) to the 2025 January 14 Public Hearing Meeting of Council;

That the Infrastructure and Planning Committee recommends that Council

2. Give three readings to Proposed Bylaw 6P2025, The Calgary Planning Commission Bylaw (Attachment 2);
3. Give three readings to Proposed Bylaw 7P2025, The Development Authority and Subdivision Authority Bylaw (Attachment 3); and
4. Give three readings to Proposed Bylaw 8P2025 to amend Land Use Bylaw 1P2007 (Attachment 4).

CHIEF ADMINISTRATIVE OFFICER/GENERAL MANAGER COMMENTS

General Manager Debra Hamilton concurs with this report. The proposed amendments will complete our efforts to modernize Calgary Planning Commission, helping to best position Commission as a technical advisory committee providing expert planning advice to Council.

HIGHLIGHTS

- The proposed amendments and process changes will support the modernization of CPC and ensure that Commission's role as a technical review body is strengthened.
- The improvements will help to reduce certain application review timelines as some applications will be forwarded directly to Council for decision.
- Phase two of the CPC governance review work focused on strengthening purpose, adding value in the decision-making process for all application types, improving governance and ensuring efficiencies in CPC meetings.
- To implement the proposed process improvements, updates are required to three bylaws: The Calgary Planning Commission Bylaw, The Development Authority Bylaw and Land Use Bylaw 1P2007.
- Should Council approve these recommendations, implementation is proposed to begin in 2025 Q1.

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DISCUSSION

In 2023 Administration engaged a consultant to conduct a governance review of Calgary Planning Commission. Phase one adjustments were approved by Council on 2024 July 30 and were centred around governance and membership improvements. Phase two of the proposed improvements are focused on strengthening processes, ensuring CPC is adding value to the decision-making process and improving the workload and workflow of CPC.

In an effort to improve CPC timelines and efficiencies the following updates are being considered, in alignment with the recommendations included in the Governance Review Summary Report (Attachment 5). These improvements do not form part of the CPC Bylaw and are provided here for information. These include:

- Creating a stream of land use amendment applications that go directly to Council when they meet certain criteria (e.g. comply with Council approved policies or location criteria, as well as items currently located on the consent agenda such as low density residential redesignations).
- Updating the list of development permit applications where CPC acts as the Development Authority to ensure CPC is reviewing applications where they can add value in the decision-making process.
- Forwarding street and community naming applications directly to Council.
- Allowing Administration to make decisions on minor outline plan applications, no longer requiring all Outline Plan applications to go to CPC for decision.

Administration is also considering the types of files that should go to CPC for early review and comment in closed sessions including new policy documents and Land Use Bylaw amendments. This will ensure CPC comments can be included earlier in the review process and impact outcomes.

Bylaw Amendments

To allow implementation of the proposed changes, updates are proposed to three Bylaws. First, a new CPC Bylaw is proposed (Attachment 2). This new bylaw includes a new purpose statement for CPC and updates language on the applications that are referred to CPC for recommendation and decision. The proposed Bylaw also removes several references to Subdivision Authority powers. Currently, all Subdivision Authority powers are embedded within the CPC Bylaw.

The second new Bylaw proposed is The Development Authority and Subdivision Authority Bylaw (Attachment 3). Administration is proposing to integrate the Subdivision Authority powers within this Bylaw in order to simplify and reduce the number of Bylaws.

Finally, an amendment to Land Use Bylaw 1P2007 (LUB) is proposed (Attachment 4). The LUB states in Section 17 that Administration must make recommendations on land use designation applications to CPC. An amendment to this language is proposed to allow flexibility for certain items to be forwarded directly to Council for decision.

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Implementation

In addition to the bylaw amendments proposed, additional updates are proposed that were identified through the governance review including the assignment of scribe duties to Administration to summarize the discussion at CPC meetings. This information would be provided to Council to aid in their decision making during Public Hearings. A governance manual is also being developed to clearly outline the role, responsibilities and expectations of CPC that will be available to not only support Commissioners, but Administration and all members of the public who work with CPC. These items do not require approval by Council and would be implemented in conjunction with other improvements.

Should Council approve the recommendations, implementation would begin in 2025 Q1. This will include a number of application process changes, communication with applicants and the public and updates to report templates and timelines.

Following implementation of the recommendations in this report and the related process improvements, it is anticipated that:

- There will be a sound understanding of roles and responsibilities for internal and external parties involved in the CPC process.
- Clear value is being added to the decision-making process across a variety of application types to support the work of Council.

EXTERNAL ENGAGEMENT AND COMMUNICATION

- | | |
|---|--|
| <input type="checkbox"/> Public engagement was undertaken | <input type="checkbox"/> Dialogue with interested parties was undertaken |
| <input checked="" type="checkbox"/> Public/interested parties were informed | <input type="checkbox"/> Public communication or engagement was not required |

During this project (phases one and two) a total of 44 interviews were conducted by the external consultant. The interviewees included:

- The Mayor and Members of Council;
- Current Calgary Planning Commission members;
- Past Calgary Planning Commission members;
- Members of Administration;
- Frequent applicants; and
- Federation of Calgary Communities and Community Association representatives.

Interviews were focused on their past and/ or current experiences with CPC as well as expectations as to what the future of Commission should be. Comments received from the interviews were summarized in a What We Heard Report (Attachment 6) and informed all recommendations related to the governance review. Follow up meetings were held with most of those originally engaged in the process to review the phase two recommendations.

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IMPLICATIONS

Social

Having certain applications be forwarded directly to Council for decision will remove a step in the application process and reducing application timelines to decision, which can assist in bringing additional housing and other services to market quicker.

Environmental

None.

Economic

The proposed recommendations will simplify processes, reduce timelines to decision and reduce fees for certain common application types.

Service and Financial Implications

No anticipated financial impact

There are no financial impacts associated with this report.

RISK

Should Council not approve the proposed recommendations, Administration cannot implement the recommendations of the CPC governance review and CPC would continue to review standard applications. There are no risks associated with public participation included in these recommendations. Community members will still have the opportunity to comment on applications during Public Hearing Meetings of Council. .

ATTACHMENTS

1. Previous Council Direction
2. Proposed Calgary Planning Commission Bylaw
3. Proposed Development Authority and Subdivision Authority Bylaw
4. Proposed Amendments to Land Use Bylaw 1P2007
5. Governance Review Summary Report
6. What We Heard Report
7. Presentation

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
Debra Hamilton	Planning & Development Services	Approve

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