

COMMON COUNCIL REPORT

M&C No.	2024-307
Report Date	November 19, 2024
Meeting Date	November 25, 2024
Service Area	Growth and Community Services

Her Worship Mayor Donna Noade Reardon and Members of Common Council

**SUBJECT: Proposed Public Hearing Date for a Zoning By-Law Amendment
Regarding the Refunding of Application Fees**

AUTHORIZATION

Primary Author	Commissioner/Dept. Head	Chief Administrative Officer
Jennifer Kirchner	Amy Poffenroth/Pankaj Nalavde	J. Brent McGovern

RECOMMENDATION

RESOLVED That Common Council schedule a public hearing on Monday, January 13, 2025 at 6:30 p.m. for:

Zoning By-Law Text Amendments

Submitted by	City of Saint John
For	Amendments to the Zoning By-Law related to the refunding of application fees.

Location: Council Chamber, City Hall 2nd floor, 15 Market Square, Saint John, NB.

EXECUTIVE SUMMARY

The purpose of this report is to advise Common Council of a proposed Zoning By-law Text Amendment and to recommend an appropriate public hearing date for this application. The proposed public hearing date is Monday, January 13, 2025.

PREVIOUS RESOLUTION

At its meeting of August 3, 2004, Common Council resolved that:

- the Commissioner of Planning and Development receive all applications for amendments to the Zoning By-law and Section 39 [now referred as section 59] resolutions/agreements and proceed to prepare the required advertisements; and*
- when applications are received a report will be prepared recommending the appropriate resolution setting the time and place for public hearings and be referred to the Planning Advisory Committee as required by the Community Planning Act.*

REPORT

In response to the motion above, this report indicates the proposed Zoning By-Law Text Amendment and recommends an appropriate public hearing date. Details of the application are available in the Office of the City Clerk and will form part of the documentation at the public hearing.

Name of Applicant	Proposed Amendment	Reason
City of Saint John	Amendments to the Zoning By-Law related to the refunding of application fees.	To delegate the refunding of planning application fees to administration, based on established refund criteria.

While the holding of public hearings for proposed Zoning By-law and Section 59 amendments are a legislative requirement of the *Community Planning Act*, it is also a key component of a clear and consistent land development processes envisioned in the One Stop Development Shop Program. These processes provide transparency and predictability for the development community and City residents.

STRATEGIC ALIGNMENT

The proposed Zoning By-Law Amendment falls within the Council Priority of “Perform”. The proposed amendment aligns with the “Core Service Delivery” objective to “enhance the customer service experience and response including the timely and consistent communication on service expectations.”

SERVICE AND FINANCIAL OUTCOMES

The scheduling of the public hearing and referral to the Planning Advisory Committee satisfies the legislative and service requirements as mandated by the *Community Planning Act*.

INPUT FROM OTHER SERVICE AREAS AND STAKEHOLDERS

The proposed amendment to the Zoning By-Law associated with the refunding of application fees is being circulated to other service areas for feedback. This includes Growth and Community Services and the General Counsel Office.

ATTACHMENTS

None