



Motion Memorandum

SUBJECT: Resubmissions for Building Permits

TO: Pipeline to Permit Committee

FROM: Mayor Marianne Meed Ward

Date to Committee: September 12, 2024

Date to Council: September 17, 2024

Motion for Council to Consider:

Direct Commissioner of Development and Growth Management to provide a report on how resubmissions for building permit applications of businesses are managed and report back to Committee of the Whole on December 2nd, 2024. This report should include data on how quickly these are addressed, information on why they are being sent back in the first place and share if any commonalities exist on request for resubmission (i.e. similar minor or major changes details), and options for changes to process in order to enhance timeliness and customer service.

Reason:

Resubmissions for building permit applications from businesses that have minor changes should be given priority. This will facilitate and expedite permit issuing for businesses, investment, and housing. Resubmissions should be reviewed upon receipt to determine the degree to which the resubmission addresses compliance issues while not generating new issues. Greater transparency, through a report from staff providing information on how resubmissions for building permit applications of businesses are managed, including data on how quickly these are addressed, and options for changes to process to enhance customer service can provide the Committee with the necessary information to support its mandate.

The aim is to ensure our practices in reviewing resubmissions for building permit applications is in no way an economic barrier to businesses as well as housing development in Burlington.

Outcome Sought:

Quicker review and approval of resubmissions for building permits for businesses, where possible. This will foster business growth and housing development in Burlington.

Vision to Focus Alignment:

(check those that apply)

- Increase economic prosperity and community responsive city growth
- Improve integrated city mobility
- Support sustainable infrastructure and a resilient environment
- Building more citizen engagement, community health and culture
- Deliver customer centric services with a focus on efficiency and technology transformation

Share with Senior Staff

Approved as per form by the City Clerk,

Reviewed by the City Manager - In accordance with the Code of Good Governance, Council-Staff Relations Policy and an assessment of the internal capacity within the City to complete the work based on a specific target date (quarter/year).

Comments:

City Clerk: none

City Manager: none