

Report Sample

Development Officer's Report to Council

2024

This document provides a sample of a development officer's report to a municipal council on zoning or discretionary use development permit issues under *The Planning and Development Act, 2007*. This is intended to provide a reference point for starting a report.

Discretionary Uses

Review of a discretionary use application should be guided by section 56 of *The Planning and Development Act, 2007*. A council may approve a discretionary use application if the information provided indicates the use will:

- Comply with provisions of the zoning bylaw specific to the use and intensity of use.
- Be consistent with the criteria listed in the zoning bylaw for council's consideration of a discretionary use.
- In the opinion of council, the use will be compatible with surrounding development and other development permitted in the district.
- Be consistent with *The Statements of Provincial Interest Regulations*.

In approving a discretionary use, council may prescribe development standards or conditions that are consistent with those in the zoning bylaw, and which are necessary to secure the objectives of the zoning bylaw.

Zoning Bylaw Amendments

The council may choose to amend its zoning bylaw at a landowner's request or their discretion. Amendments to the text of the bylaw or the attached zoning map may be undertaken if the proposed change:

- Conforms with any official community plan or district plan in effect.
- Conforms with requirements of *The Planning and Development Act, 2007* and *The Statements of Provincial Interest Regulations*.
- In the opinion of council, it is in the best interest of the community.

Amendments must meet the minimum public participation requirements in Part X of *The Planning and Development Act, 2007*. Additional information on the amendment process may be found in the [Amending Planning Bylaws](#) guide.

Community Planning Branch

Regina

Room 420, 1855 Victoria Ave.

Regina, S4P 3T2

306-787-2725

Community Planning Branch

Saskatoon

Room 978, 122 Third Ave. N.

Saskatoon, S7K 2H6

306-933-6937

Development Officer's Report

Date:

Date of Application:

Tax Roll File:

Ward/Division:

Type of Application:

Application Number:

Recommendation:

Discretionary Use Permit: Approve Refuse Approve with conditions/standards

Zoning Bylaw Amendment: Approve Refuse

Proposal:	Described Location of Property:
Legal Land Description:	Gross Area:
Applicant: Owner:	Advertisement Dates/Other Notice of Application:
Current Zoning Designation:	Existing Site Development:

History of the Property:

Referral Comments:

[It is recommended you refer complex applications to any relevant stakeholders, such as Crown utilities, ministries, agencies, enterprise regions, neighbouring municipalities, affected First Nations, etc., for comment. Summarize any responses here.]

External Agencies

Municipal Departments

Public Comments – *[outline any concerns or responses received from the public about the application, including any requests to address council at a public hearing or council meeting]*

Technical Review:

[Review the legislative, regulatory, policy and physical/environmental issues associated with the proposed bylaw or permit approval]

This application to _____ has been reviewed in context with the Official Community Plan (OCP), Zoning Bylaw, *the Planning and Development Act, 2007* and evaluated concerning the suitability of land for the intended use, as follows:

- a) Official Community Plan (OCP) Policies:
[Address OCP policies that affect the proposed type of development, the current lands and adjacent land. Determine if the future land use plan anticipates and supports this kind of development or if the plan requires this form of development to be located elsewhere.]
- b) Zoning Standards:
[Address zoning standards in this section, such as site size, setbacks, other standards, and discretionary use criteria.]
- c) Land Use Compatibility:
[Identify what the surrounding zoning districts are, the uses currently undertaken on site, and if the proposed use would be compatible with those uses. This is also the section to identify any general problems with the proposal regarding its location in the municipality or with other properties, activities, and services.]
- d) Site Suitability for Proposed Use:
 - a. Physical Characteristics *[Topography, Potential for Ponding, Soil Stability and Erosion]:*
 - b. Water Supply, Sewage, Stormwater and Solid Waste Disposal:
 - c. Roads, Access, and Traffic:
 - d. External Hazards and Flooding Potential:
- e) Provincial Interests *[Highways, Environment, The Statements of Provincial Interest (SPI), etc.]:*

Budget Implications:

[If any, typically related to servicing requirements.]

Conclusion:

Council's Options

Option #1 – Approval subject to listed conditions/standards

[recommend conditions/standards based on zoning bylaw standards for similar uses]

Option #2 – Refusal

Option#3 – Approval

Staff Recommendation:

[The recommendation needs to ensure the proposed bylaw amendment or discretionary use approval is consistent with provincial regulation, existing municipal plans, zoning requirements and is a suitable use of the property.] The Development Officer recommends **Option #___**.

*[The following sections are for **Discretionary Use Permits only**; add or delete from the following section. List the reasons for recommending approval or refusal of the application. Under The Planning and Development Act, 2007, municipalities must provide reasons for refusing a permit when issuing a decision, and discretionary uses **must meet all criteria to be approved**; listing reasons for approving a permit is optional.]*

- A. That the application to approve a discretionary use for a _____ located on *[Insert legal description of the property]* has been evaluated in terms of Section 56 of the Planning and Development Act, 2007, the Official Community Plan, *[if one is in place]* and the Zoning Bylaw for the *[Municipality]*, and having considered referrals and submission of neighbouring landowners, it is recommended the application be *[approved/refused/approved with conditions]* for the following reasons:
1. There *[are/are no]* physical constraints to the proposal.
 2. The application *[complies/does not comply]* with provisions of the zoning bylaw respecting the use and intensity of use of land for the discretionary use.
 3. The listed criteria for approval of a discretionary use for a _____ within the zoning bylaw *[have/have not]* been met.
 4. The intended use and development, in the opinion of the council, is compatible with development in the immediate area.
 5. The application *[is/is not]* consistent with provincial land use policies and the SPI.
 6. The application *[is/is not]* consistent with the policies of the Official Community Plan.

- B. Further, in accordance with Section 56 of the Planning and Development Act, 2007 and the requirements of the Zoning Bylaw, the application be approved subject to the following conditions and standards:
1. [Insert standard or condition for the issuance of the permit]
 2. [Insert standards and conditions for the issuance of the permit]
 3. Etc.

This report and recommendations have been prepared for Council's consideration by the Development Officer for *[the Municipality]* on *[Date written]*.

Name
Development Officer
[The Municipality]