

Process Steps for Regional Official Plan Amendments

Description	Process Carried Out by:	Average Time Taken (hrs)
1. Conduct Preliminary meeting with applicants/area municipal staff.	Planner/Director and other Regional staff if applicable.	3
2. Identify issues and required studies.	Senior planner/ Principal planner	1
3. Receive application. Check for completeness.	Senior planner.	3
4. Open file, assign file number.	Administrative Clerk Secretary	1
5. Log into data base.	Senior planner/ Principal planner.	1
6. Record in GIS layers.	Planning/GIS Technologist	10
7. Review background studies.	Senior planner/ Principal planner.	9
8. Determine if peer review necessary. Carry out peer review steps if applicable.	Senior planner/ Principal planner.	3
9. Circulate application to relevant internal and external agencies.	Senior planner/ Principal planner.	2
10. Prepare Notice of Public Meeting	Senior planner/ Principal planner.	3
11. Contact newspapers, arrange for advertising.	Senior planner/ Principal planner.	1

12. Prepare preliminary report identifying issues and next steps. Prepare relevant maps.	Senior planner/ Principal planner.	14
13. Place item on Development Review Committee for verbal comments by internal staff.	Senior planner/ Principal planner.	½
14. Co-ordinate comments and prepare report for Senior Management Group (SMG). Ensure Fiscal Impact Analysis complete, servicing strategy identified, environmental issues resolved, and impact to local municipality identified.	Senior planner/ Principal planner.	28
	Manager of Development Financing.	4
	Manager of Technical Support, Water and Wastewater.	4
	Manager of Infrastructure Planning Approvals	4
15. Review by director	Director	4
16. Report placed on SMG agenda.	Administrative Assistant	1
17. Report reviewed by SMG	Regional Commissioners CAO	1½
18. Changes from SMG applied to report, if applicable.	Senior Planner/Principal planner	1
19. Report signed by author, senior management and placed on Planning Committee agenda.	Planner Principal Planner Director	1

	Commissioner CAO.	
20. Issue Notice of Decision subsequent to Council decision.	Senior planner/ Principal planner.	2
21. Up-date tracking system.	Senior planner.	½
22. Up-date GIS layers, if required.		2
23. Identification of Appeals. Forward record to OMB, if applicable (subject to separate fee).	Senior planner/ Principal planner.	3
24. Issue Certificate of Approval. Prepare approved file copies, duplicates etc.	Senior planner/ Principal planner.	2
Total		106.5

Senior Planner/Principal Planner hours	74.	senior/principal planner cost @ \$42.50 /hr. = \$3,145
Director	4	director cost @\$58./hr = \$232
Senior Management hours	2.5	senior management cost @ \$90/hr, = \$225
Planning/GIS technologist hours	12	technologist cost @ \$32.00/hr. = \$384
Administrative Clerk Secretary hours	2	admin cost @ \$24.30/hr.= \$49
Other staff	12	Other cost @ \$58/hr. = \$696
Total	106.5	\$4,731