

All applications for a Rezoning, Subdivision, or Development Permit must include the assignment of one member of the development team to act as a Project Coordinator. The Project Coordinator must be identified when the supporting applications and detailed submissions are made prior to second reading of the rezoning application, or with the Subdivision or Development Permit application.

The role of the Project Coordinator is to ensure that the work of the consultants involved in the development is coordinated in all aspects of the proposal, and that reports, plans, and sign-offs, etc. do not conflict, but are coordinated. The expectation is that a consultant does not make a recommendation for a design or activity that will negatively impact another consultant's recommendations for the development. Such conflicts, when identified and brought to the applicant's attention by staff, often result in delays in the approval process because key sign-offs cannot be given, or revised reports and plans need to be submitted.

The types of consultants to be coordinated include, but are not limited to: environmental consultants, architects, landscape architects, foresters/arborists, heritage consultants, agrologists, engineers, and geologists/hydrogeologists. If you are unsure if one of your consultants should be part of your coordinated team, please consult your File Manager in the Planning Department.

Required Components of a CASS

The CASS should be in a letter format, written and signed by the Project Coordinator, and addressed to the Manager of Development and Environmental Services, and include the following:

1. A summary of the project that includes a list of the professional consultants who are part of the coordinated team;
2. An assurance from the Project Coordinator that he/she has reviewed all of the consultant reports and that there are no incompatibilities with regard to recommendations, standards, policies, or guidelines resulting from the work/reports of the professional consultants;
3. A brief statement that confirms that the final lot layout, environmental standards, project design details, etc., meet or exceed compliance with federal and provincial regulations, municipal bylaws and policies, and municipal guidelines; and
4. The letter is to be copied to the professional consultants who are part of the coordinated team, and submitted as part of the detailed submission of consultant reports, plans and other supporting materials when detailed information is submitted with required applications prior to second reading, or with the Subdivision or Development Permit application.

Note: Failure to prepare a CASS as described above may result in delays in processing your development application.