

## **Detailed Guidance, as per Part 9 of the Procedural By-Law: Planning & Development Committee Meeting Process**

# STATUTORY PUBLIC MEETINGS PURSUANT TO THE *PLANNING ACT* (For Consultation)

## Planning Application Overview (prepared by Staff)

- Chair to ask if there is any information staff wish to provide pertaining to the overview of the planning application, or if staff wish to provide any clarification on the planning process (process interpretation only)

## Applicant / Agent Presentation (10 minutes)

- Chair to ask if the applicant, owner, or their agent wish to speak or provide a presentation with respect to their application
- Chair to ask if any Committee members have any questions of the applicant, owner, or their agent
- A question-and-answer period may ensue between the applicant, owner, and/or agent and Committee

## Public Comments (5 minutes)

- Chair to ask if anyone in the audience wishes to speak to the item
- Chair to ask if any Committee members have any questions for each public speaker
- Following any public comments, the Chair will ask if the applicant, owner, or agent wishes to respond to any of the questions or comments raised

## Committee Members' Comments

- Chair to ask if any member of the Committee wishes to discuss or further consider the application, ask any questions of staff (process interpretation only) or any other persons (i.e. applicant, owner, or agent)
- **PLEASE NOTE:** Committee members should refrain from disclosing their position, whether they are in support or opposed, to a particular planning application during the Statutory Public Meeting, as this may be premature given that all of the information has not yet been provided to make an informed decision; the opportunity to disclose their position is when a planning application comes forward for decision
- Following the receipt of all oral submissions provided by any member of the Committee, staff, the applicant, owner or agent, or member of the public, if any, Chair will then ask for a motion to receive the oral submissions (if any) for information

- The Chair will then conclude the statutory public meeting for each individual planning application

**THIS PROCESS IS REPEATED FOR EACH PLANNING APPLICATION FOR WHICH A STATUTORY PUBLIC MEETING IS BEING HELD**

## Adjourn Statutory Public Meeting

- The Chair will then ask for a motion to adjourn the Statutory Public Meeting

## COMMENTS FROM THE AUDIENCE (ON ITEMS FOR CONSIDERATION)

### Public Comments (3 minutes)

- Chair to ask if there is anyone in the audience who wishes to speak to any items for decision, under the Items for Consideration portion of the agenda
- Chair to state: "In the interest of time, the Committee respectfully asks that you keep your comments to no more than **3 minutes**."
- There is no 30-minute time limit for comments from the audience at Planning & Development Committee meetings

## ITEMS FOR CONSIDERATION (For Decision)

### Staff Report including recommendations on applications under the *Planning Act*

- Chair to ask if the planner wishes to speak to the notice requirements for the application, describe the proposal, summarize the correspondence, if any, received to date, or provide a presentation
  - written submissions by any member of the Committee, the applicant, owner or agent, or a member of the public related to the matter may be included as an attachment to the planning decision staff report

### Applicant / Agent Presentation (5 minutes)

- Chair to ask if the applicant, owner or agent is in agreement with the conditions of approval as outlined in the staff report, or respond to any of the questions or comments raised
- Applicant, owner, or agent may provide a comment or presentation with respect to their application of not more than 5 minutes

- **PLEASE NOTE:** If a complex application has substantially changed, the applicant, owner, or agent will be given the opportunity to do a presentation

## Committee Members' Q&A / Decision

- Chair to ask for a motion to put the item on the floor
- Chair to ask if any member of the Committee wishes to discuss, ask any questions of staff or any other persons, or provide direction to staff with respect to the application
- Vote is taken; decision is made
- All decisions and by-laws will be tabled at the next feasible Council meeting for ratification