



Public Planning Meeting

Terms of Reference

Authority: Planning Act, 1996

Lead Support Department: Planning and Development

Date Approved: November 28, 2023

1. Purpose and Mandate

- 1.1 The Town recognizes that public consultation related to Zoning Bylaw Amendments, Official Plan Amendments and other planning matters brought to the Public Planning Meeting enhances public engagement with the Town and is integral to ensuring the best possible recommendation being brought forward from Administration to Council.
- 1.2 The purpose of the Public Planning Meeting is to facilitate the exchange of information between Council and the public on these planning matters in a consultative and constructive setting, while fulfilling the statutory requirement to hold a public meeting.

2. Responsibilities

- 2.1 Council's role in the Public Planning Meeting is primarily limited to:
 - a. Gathering information from the Planning and Development Department and/or the applicant, or their agent;
 - b. Hearing and receiving submissions from the public; and,
 - c. Asking relevant questions of the Planning and Development Department, applicant/agent, and the public.
- 2.2 No final decision will be made with respect to the application(s) brought forward at a Public Planning Meeting. Any decision to be made on the subject application(s) shall be made at a subsequent Regular Meeting of Council.

3. Membership

- 3.1 The Public Planning Meeting shall be comprised of:
 - a. All Members of Council

- 3.2 The Mayor shall chair the meeting.
- 3.3 The Term of Membership shall be for four (4) years to align with the Term of Council.
- 3.4 Administrative resources for Public Planning Meetings shall include personnel from:
- a) Planning and Development to provide pertinent information with respect to land use planning processes and to accept feedback with respect to any subject application(s); and,
 - b) Council Services/Clerk to provide administrative and procedural support.

4. Meeting Details

- 4.1 Public Planning Meetings shall be scheduled as needed.
- 4.2 Notice of Meetings shall be given in accordance with the *Planning Act*, and its associated *Regulations*.
- 4.3 Members are not entitled to additional remuneration for attending this meeting.

5. Link to Strategic Plan

Enhancing organizational excellence - Yes
Strengthen the community's engagement with the Town - Yes
Grow and diversify the local economy - N/A
Build on our high-quality of life - Yes
Sustaining strong public services and infrastructure – Yes

6. Related Policies and Reference Documents

- 6.1 The following legislation, regulations, and by-laws are applicable to Public Planning Meetings:
- *Planning Act*, 1990, and its associated *Regulations*
 - Procedure By-law, in effect at that time