

<b>TITLE:</b>			
<b>GUIDELINES FOR DEVELOPERS</b>			
<b>Origin:</b>	Development Services		
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<b>Amended:</b>	Council - February 14, 2011	#2011.04.055	Page: 1 of 1
	Council - August 10, 2015	#2015.27.359	

## 1. Procedure for Committee of the Whole / Advisory Planning Commission Process

- a) Initial submission of a development application is to be made by the developer to the Development Services Department. The developer makes presentation to Committee of the Whole (CoW) at an open meeting and all discussion about the development is public. Committee of the Whole may refer the application to the Advisory Planning Commission (APC) or direct to Council. (Generally, developments that are deemed unacceptable because of nonconformity to the Official Community Plan (OCP) are referred directly to Council to avoid unnecessary work by staff and the APC.)
- b) Prior to submission to CoW, staff generally spend considerable time negotiating with the developer to encourage improved design and layout.
- c) The submission to CoW and to the APC is accompanied by a detailed staff report.
- d) The developer makes presentation to the APC at an open meeting and all discussions about the development is public.
- e) If the developer is agreeable, he/she may re-submit plans direct to the APC to address any concerns raised by the APC, providing the re-submission does not materially affect the intent of the original submission made to the Committee of the Whole. If major changes are proposed that materially affect the development, a submission shall be made back to the Committee of the Whole so that Committee is aware of the development proposed. If the developer is unwilling to re-submit plans, then the APC shall submit a recommendation direct to Council.
- f) The written minutes of the APC deliberations are received by Council and the public, including the developer, are privy to these minutes once received by Council.
- g) Council receives recommendations from the APC and may approve or reject the development, or request modifications for review and subsequent re-submission to the APC. (The need for re-submission to the APC will have been eliminated in most cases.) Re-submission to the APC will result in the repeating of Steps 1.d), 1.e), and 1.f).
- h) When any development involves the redevelopment of a property designed Heritage by Bylaw or development of property adjacent to a property designed Heritage by Bylaw, then Committee of the Whole will refer the application to the Advisory Planning Commission.

## 2. Deadlines for Submissions of Applications

- a) Development Permit Applications, Development Variance Permit Applications, Rezoning Applications, etc. must be submitted to staff for inclusion on the Committee of the Whole agenda no later than the Tuesday three weeks before the meeting. If the application is not complete, staff will not include it on the agenda.

- b) When applications are referred by Committee of the Whole to the Advisory Planning Commission, there may be a waiting period of approximately 2 weeks to permit staff time to formulate background reports and recommendations.