



PURPOSE

The purpose of the Pre-Application Policy is to provide guidance regarding the use of in-camera pre-application presentations with developers to the Planning Advisory Committee (PAC). Such presentations take place prior to submitting an application to the Municipality for either an amendment to the Official Community Plan, a Development Agreement or amendment to a Development Agreement. Part VIII Section 203 (1)(b) of the Municipal Government Act, 1998, c.18 gives the authority for the Municipality to hold meetings of PAC regarding a potential application in private to discuss the matter.

The objectives of the Pre-Application Presentation Policy are to:

1. Provide policy and guidelines for in-camera developer presentations to PAC;
2. Provide the PAC policy regarding when to conduct pre-application presentations

SCOPE

The Director of Planning and Development administers the policy. The policy is applicable to all planning applications in accordance with the Municipal Government Act and the East Hants Municipal Planning Strategy.

POLICY

POLICY STATEMENT

It shall be the policy of the Municipality of East Hants to allow for in-camera pre-application presentations to the PAC prior to the submission of a planning application.

1. The PAC shall be moved to an in-camera session through a majority vote to conduct a pre-application presentation
2. A pre-application presentation may be permitted for any amendment to the Official Community Plan, development agreement, amendment to a development agreement.
3. The developer shall be permitted to present their proposal and to be asked questions by members of the PAC
4. Each presentation shall deal with one application only
5. Pre-application presentations shall not be permitted after a planning application and payments have been received.
6. The PAC shall not make a recommendation to Council regarding the application



SCHEDULING OF PRE-APPLICATION PRESENTATION

1. All pre-application presentations shall be coordinated through the Planning and Development Department
2. Developers shall submit a letter to the Municipality requesting a pre-application presentation no later than 14 days prior to the date of the PAC meeting. The letter shall also outline the proposed development.
3. The request letter will be reviewed in-camera by the PAC and the Committee is required to make a motion for Planning staff to move forwarding in scheduling the pre-application presentation. If the PAC makes a motion to hold the pre-application presentation, the developer will be notified and the presentation will be scheduled at the next available PAC meeting.
4. Should the PAC make a motion to refuse a pre-application presentation, the developer will be notified and the presentation will not be scheduled.

FORM OF PRE-APPLICATION PRESENTATION

If authorized by the PAC, pre-application presentations shall be conducted in-camera and shall proceed with the following format:

1. Meeting moved to an in-camera session by a majority vote
2. Introduction by Chair of the PAC outlining that a pre-application presentation is scheduled
3. Planning staff may provide policy context for the application
4. Developer to outline their proposed application to the Committee
5. Question/Discussion period

Each developer will be allotted 10 minutes for their presentation and 10 minutes for the question and discussion period.

BASIS FOR REJECTION OF REQUEST TO MAKE A PRESENTATION

- The PAC makes a motion to refuse a pre-application presentation upon receipt of request letter
- The PAC does not have a majority vote to move in-camera
- The request does not meet the list of the application types as outlined in the Policy Statement

CONDUCT DURING PRESENTATION TO COMMITTEE

Any persons presenting to Committee/Council shall not:

- Speak disrespectfully of any person;
- Use offensive language;

- Speak on any subject other than the subject for which they have received approval;
- Disobey any decision of the presiding officer;
- Enter into cross debate with other delegations, staff or Committee/Council members.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Policy Editor	<p>The Policy Editor is a person having managerial and policy-making responsibility related to the writing, compilation and revision of content and will:</p> <ul style="list-style-type: none"> • Ensure policies in their care and control are always up-to-date and reviewed annually, or sooner if necessary • Draft new or edit existing policy content • Be able to interpret and explain policy content • Ensure policy documents are branded and any supporting documents, i.e. applications forms are also branded and content consistent with the policy • Ensure policy content is relevant and accurate • Seek and secure approval recommendation of the policy from the Policy Owner • Seek and secure approval of the policy from the appropriate Approver; and, • Provide the final approved policy document to the Assistant Municipal Clerk
Policy Owner	<p>The Policy Owner will:</p> <ul style="list-style-type: none"> • Provide oversight to ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary by the assigned Policy Editor • Be able to interpret and explain policy content • Provide oversight to ensure policy documents are branded and any supporting documents, ie. Application forms are also branded and content consistent with the policy • Provide oversight to ensure policy content is relevant and accurate • Review the policy and make recommendation for approval to the appropriate Approver; and, • Ensure that the final approved policy document has been provided to the Assistant Municipal Clerk
Approver	<p>The Approver will:</p> <ul style="list-style-type: none"> • Review Policy recommendations for approval consideration (approve, reject or edit); and, • Notify the Policy Editor, Policy Owner and Assistant Municipal Clerk of decision
Assistant Municipal Clerk	<p>The Assistant Municipal Clerk will:</p> <ul style="list-style-type: none"> • Facilitate an annual Policy Review; and, • Ensure final approved policies are maintained, stored and posted where appropriate
Employees	<p>The Employees will:</p> <ul style="list-style-type: none"> • Carry out the intent of the policy



RELATED DOCUMENTATION

Document Name	Document ID	Document Type
<i>Municipal Government Act</i>		Legislation
<i>Application to make Presentation to Committee/Council</i>		Policy/Form

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
1.0	Creation of Policy	Planner	Director of Planning & Development	Council	July 27, 2022

CERTIFICATION

I, Kim Ramsay, Municipal Clerk for the Municipality of East Hants, hereby certify that this policy was duly approved.

Kim Ramsay
Municipal Clerk