

# Planning Advisory Committee - Public Information Meeting Process

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The Terms of Reference for the Planning Advisory Committee (PAC) set out that the PAC hold Public Information Meetings. These meetings are official meetings of the PAC and quorum is required. Generally the Committee Chair, Committee Members and staff (planner/Legislative Support) are seated at front of the room.

Fairness of process is the principle under which the Public Information Meeting hosted by the Planning Advisory committee is conducted. The responsibility of the PAC (through the Chair) is to ensure those who attend have a fair and equitable opportunity to provide their comments without bias.

## Process

Approximately 15-20 minutes prior to the meeting start or as the Public arrive; Legislative Support will put out the Public Information Meeting Sign Up Sheet. Members of the public wishing to speak on the application are required to sign their name, street and community address (i.e. John Smith –Robie St, Halifax, NS). Legislative Support will give the sign-up sheet to the Chair prior to the meeting being called to order.

**Note:** Members of the Public are still able to speak to the matter even if their name is not on the sign-up sheet. The sheet is used as a guide for the Chair to call the first speakers to the floor.

## Sequence of Meeting

1. The Chair will call the meeting to order and introduce members of the Committee and staff in attendance and welcome members of the Public to the information session.
2. The Planner will make their presentation to the public. **Note:** the meeting is an information exchange and no decision on the case would be made at this time.
3. The Applicant will make a short presentation to the public (up to 10 minutes).
4. The Chair will advise the Public of the meeting ground rules\* for speaking. The Chair calls the first name on the sign-up sheet. The Chair thanks the individual for his/her comments/questions and continues calling the names on the list until it has been exhausted. The Chair will then call three times for persons wishing to speak.

Once all members of the public have had an opportunity to speak, the public information meeting is closed. Staff and the applicant may respond to questions raised by the Public at this time.

5. A public information meeting occurs in order to receive information. Members of the PAC (including member of Council) should not discuss the application, answer questions on the case or debate with staff, the applicant or members of the Public. Questions should be directed by the Chair to either the applicant or staff (as appropriate).
6. Closing Comments: The Planner will thank the public for their input into the process and may outline the process/timelines for the application as it proceeds. The PAC Chair would also thank the Public at this time.
7. The Chair would adjourn the meeting.

### **\*Meeting Ground Rules**

The purpose of having stated ground rules is to assist in maintaining order throughout the meeting. A fair and unbiased meeting provides opportunities for all interested parties to provide and receive information.

#### Suggestions

- One speaker at a time;
- Speakers address the Chair (to assist in keeping control of the meeting);
- Speakers provide name and community name for the record;
- Respect all points of view and opinions (no yelling out, cheering/booing, clapping, etc.); and
- Speakers have up to 5 minutes (or whatever time the chair sets at the beginning of the meeting depending on number of speakers).

**Note:** If a member of the Public who has already spoken wishes to speak again, they can be permitted to do so by the Chair, but only after all other members of the public who wish to speak have had an opportunity to speak. This is at the discretion of the Chair.

Preparation of Minutes: Minutes are not verbatim but comments made by the public will be captured under their name.

Revised by the Office of the Municipal Clerk  
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