

**TOPICS FOR DISCUSSION IN THE THREE TRAINING SESSIONS BEING OFFERED INCLUDE THE FOLLOWING:**

## **“COMMITTEE MEMBERS GUIDELINES”**

- **What you should know about the Official Plan, Zoning By-law and Provincial Policy Statement**
- **When to declare a Conflict of Interest and what action to take if you have declared**
- **Who to discuss the application with and who NOT to discuss it with**
- **How to achieve an understanding of the application**
- **Site inspections – who should perform them, how should they be conducted and when should they be done**
- **Group site inspections – Good or Bad**
- **Notice Signs – When are they required, Who is responsible for posting signs, What to do if the signs are not posted.**
- **The Rules of Natural Justice and why they must be followed**
- **Establishing Committee integrity and credibility**
- **The “Council Connection” and how to handle it**
- **Who is in charge? Keeping order during meetings.**
- **When should the Chair vote?**
- **How formal should the meetings be?**
- **The differences between the role of Staff and the role of the Committee**

## **“BACK TO BASICS – MINOR VARIANCES”**

- **Legislation governing Minor Variance process – The Municipal Act, the Statutory Powers Procedures Act, the Conflict of Interest Act, the Environmental Protection Act, the Ontario Municipal Board Act, the Planning Act and the related Ontario Regulations**
- **The case for a Pre-consultation Meeting**
- **What constitutes a “completed” application**
- **What information must be shown on the sketch**
- **The importance of a sworn affidavit signed by all owners**
- **How to set up an application**
- **The value of using Flow Charts**
- **How to give proper notice of applications**
- **Are notice signs required**
- **Who is entitled to receive notice**
- **Requesting comments from departments and agencies**
- **Making all information available to interested parties**
- **The Hearing - Staff duties and Committee duties**
- **How and when to provide Notices of Decision**
- **How to process appeals to the Ontario Municipal Board**

## **“BACK TO BASICS – CONSENTS”**

- **How much to assist the applicant**
- **Why an acceptable sketch is important**
- **When should an application be accepted**
- **Is a public meeting required for consents**
- **How to set up an application**
- **Using flow charts and checklists**
- **Circulating a Request for Comments**
- **Who, how and when to give notice of the meeting**
- **Are notice signs necessary and are they really that important**
- **Providing comments to everyone entitled to receive them**
- **The meeting – Staff duties and Committee duties**
- **Giving Notice of Decision**
- **How to process an appeal to the OMB**
- **Dealing with a request for a Change of Condition – Is it a “major” or a “minor” change**
- **Sending a courtesy letter advising that time to fulfill conditions is expiring**
- **Issuing the Final Certification**
- **When is a consent “deemed to have been refused”**
- **When does a consent “lapse”**