

## What is a Public Meeting?

**Planning Advisory Committees (PACs) host public meetings for the purpose of consultation and seeking feedback early on in the development proposal process.**

No decisions are made during public meetings. The majority of members on the PAC are volunteers. Meetings are ordinarily located within the affected community of the proposal. The responsibility of the PAC is to ensure that everyone in attendance has a fair opportunity to participate in the process.

## How are PAC public meetings different than public information meetings or public hearings?

**PACs, in districts where they exist, host public meetings on a specific kind of proposal where a development proposes to introduce amendments to Municipal Planning Strategy.**

Regular public information meetings, on the other hand, provide consultation on a variety of applications. Public hearings differ as they provide the last opportunity for consultation, before a decision is made at Council.

## What is the role of the PAC during the public meeting?

**The role of the PAC is to facilitate the meeting. They receive input from planning staff, the applicant, and the public.** The Committee Chair will host the meeting, while other members listen and observe the proceedings. At their next meeting, the Committee will hold a meeting to discuss the proposal and offer advice to Community Council.



## Office of the Municipal Clerk

### Contact Information:

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### Hours of Operation:

Monday – Friday, 8:30 a.m. – 4:30 p.m.

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# HALIFAX

## Planning Advisory Committees

PUBLIC MEETING GUIDE

# HALIFAX

## What are Planning Advisory Committees?

Planning Advisory Committees (PACs) are made up of citizen volunteers and one to two councillors. PACs meet once a month to review development applications. They act as an advisory body to Community Council. PACs exist in the following districts:

### Three PACs

- Halifax Peninsula (formerly Districts 7 & 8)
- North West (Districts 14, 15, 16)
- St. Margaret's Bay Coastal (coastal area of District 13)

## What are the objectives of a PAC?

### I. Planning Documents

Planning Advisory Committees advise Community Council in regards to the preparation or amendments of planning documents affecting their polling districts.

### II. Planning Matters

Planning Advisory Committees advise Community Council respecting "planning matters," or any discretionary decision of Community Council related to land use and development.

### III. Public Meetings

Planning Advisory Committees host public meetings for municipal planning strategy amendments.

## What will happen during a public meeting?

The Planning Advisory Committee will be seated at the front, along with members of staff. Planning staff will introduce the proposal and give its context.

Next the applicant will have 10 minutes to present their proposal. The Chair of the Committee will call the names on the speakers list in order.

### Ground Rules for Speaking

- One speaker at a time
- Respect all points of view
- Speaker to provide name and community name for record
- No clapping or applause

## How do I sign up to speak?

Similar to a public hearing, a signup sheet will be available before the meeting begins. Anyone who wishes to speak may add their name to the list. If you haven't added your name to the speakers list, you may still speak when the Chair calls for more speakers.

## How do I submit written comments to a PAC?

Written comments may be submitted to the Clerk's Office at the address indicated on the back of this pamphlet at any time before or after the public meeting. Your comments should include your full name.

## What will happen to my written comments?

Your written comments will be distributed to members of the PAC and staff. They will also be kept as part of the public record.

## How else can I provide input?

**The final decision on all applications rests with the municipally elected officials at Council.** Other opportunities will be available for your input throughout the process by:

- Attending the Council meeting or public hearing
- Contacting the staff planner assigned to the case
- Submitting correspondence or a petition through the Clerk's Office

## How can I learn more about PACs?

More information regarding PACs, including minutes and agendas: [halifax.ca/city-hall/agendas-meetings-reports](http://halifax.ca/city-hall/agendas-meetings-reports)

To submit an application to join a PAC: [halifax.ca/city-hall/boards-committees-commissions/volunteer-boards-committees](http://halifax.ca/city-hall/boards-committees-commissions/volunteer-boards-committees)

Further questions regarding Planning Advisory Committees may be directed to the Office of the Municipal Clerk at [clerks@halifax.ca](mailto:clerks@halifax.ca).