

RULES OF THE DEVELOPMENT PERMIT BOARD REGARDING MEETING PROCEDURES

WHEREAS section 6(b) of the Development Permit Board and Advisory Panel By-law (the “By-law”) requires that the Development Permit Board (DP Board) hear any representations of the applicant as well as any other person interested in the application.

AND WHEREAS section 13 of the By-law allows the DP Board to determine its own procedure.

NOW THEREFORE the DP Board resolves to establish the following rules of procedure:

1. The applicant is entitled to speak at a meeting.
2. All persons other than the applicant wishing to speak at a meeting must, before the meeting commences:
 - (a) submit a request to the DP Board Chair to speak; (b) provide the Chair with their contact information; (c) identify the item to which they wish to speak; and (d) submit any presentations or other materials to be presented during the meeting.
3. No person other than those who have signed up in accordance with section 2 shall be permitted to speak and the speakers list will close at the start of the meeting.
4. All persons who sign up in accordance with section 2 may speak for up to 3 minutes.
5. Speakers representing a group of 5 or more person may speak for up to 5 minutes if all members of the group are present, the group members have not spoken and all the group members are signed up to speak.
6. Any member of the DP Board may, but is not required to, ask any question of any speaker that is germane to the application before the Board.
7. The Chair will record any request to speak that complies with section 2 on a speakers list, and bring the request to the attention of the DP Board at the meeting.
8. The Chair shall call speakers in the order of the list, and if a person is not present to speak at the time they are first called, the person shall be entitled to speak if they are present to speak after the Chair has gone through the complete list and called for them a second time.
9. No person attending a meeting may disrupt the business of the DP Board, including by addressing DP Board members without permission, or interrupting a DP Board member or a speaker addressing the DP Board.
10. The DP Board may caution a speaker for disrupting the DP Board, and may take any reasonable action to maintain decorum.