



Title: Discretionary Use	Internal/External
Department: Planning and Protective Services	Policy Number PPS-001
Approval Date: December 03, 2013	Implementation Date: December 04, 2013

BACKGROUND

Due to the cumbersome nature of the old process, Planning Committee meetings run longer than necessary and timelines for Discretionary Use applications are lengthened. Both staff and applicants will benefit from a new process.

This policy was approved by Council in the December 03, 2013 Council meeting.

PURPOSE/OBJECTIVES

The purpose of this policy is to identify the new process for dealing with Discretionary Use applications.

DEFINITIONS

'*Discretionary Use*' refers to uses other than what has been designated for the area. These uses seem to be compatible within the land use zone, and thus may be allowed. Each application must be reviewed on its own merit to verify that it does not have a detrimental impact on the surrounding area

POLICY STATEMENT

The new process (outlined in the following section) for dealing with Discretionary Use applications is to be followed by Town Staff and Council to ensure increase efficiency when dealing with such applications.

GUIDELINES AND PROCEDURES

1. Application Processing

- (i) The application is submitted to Planning Committee. If the Committee is satisfied that the proposed use would not adversely affect the area, Planning Committee will

forward the application to Council with a recommendation to approve *subject to no objections being received* to a Notice of Discretionary Use. Any necessary conditions would be included in the submission.

- (ii) If no objections were received to the Notice, staff will issue the Development Approval without having to return the application to Planning Committee or Council.
- (iii) If objections are received in response to the Notice of Discretionary Use, the application, including any objection/comments, will be returned to Planning Committee for consideration.
- (iv) Planning Committee will send a recommendation to Council to approve or refuse the application and include, where applicable, conditions of approval or reasons for refusal.
- (v) Council makes a decision on the application.

REVIEW

This policy may be subject to review following new knowledge or new experience.

Chief Administrative Officer: *Robert Conry* Date: *Dec 6/13*