



## Statutory Public Meetings and Council Meetings Guide for Applicants/Agents

### **Registering to Speak at a Meeting**

- Refer to the City's Webpage "Speak at a Council Meeting" for full information.  
<https://www.cambridge.ca/en/your-city/Speak-at-a-Council-Meeting.aspx>
- Applicants are required to complete the online delegation form -  
<https://forms.cambridge.ca/Delegation-Request-Form>

### **Tips for Preparing a Presentation to Council**

- You must be able to deliver your presentation in 10 minutes.
- Your slides should include the following content:
  - Slide 1: Introduce the application (Example: OPA, ZBA, both, etc), and include file number, the applicant's name and contact information, name of city planner on file and contact information, and the statutory deadline for a Council decision
  - Slide 2: Location Map and surrounding land uses
  - Slide 3: Describe proposed applications and the development
  - Slides 4-6: Provide policy context and maps – include designation in regional official plan, city official plan, and zoning by-law and any applicable provincial policy at a high level
  - Slide 7: Studies completed in support of the application and brief summary of findings
  - Slide 8 and on: Any additional information you wish to convey (Example: Anticipated impacts, issues, etc). At a Council Meeting, you should conclude with whether you support the Staff Recommendation Report in full or in part (if in part, clarify what aspects you do not support and what changes you are requesting) or you do not support the Staff Recommendation Report and if so, explain why.

## **Submitting a Presentation**

- Applicant/Agent Statutory Public Meeting and Council Meeting presentations (either as a pdf file or powerpoint file) are due to the City Planner on file **no later than the Thursday two weeks prior to the meeting.**
- The primary purpose of sending the presentation to the City Planner is to limit duplication between presentations or speeches, ensure the Planner is aware of what the presentation will cover in advance of the meeting, and to check for errors
- The City Planner will advise of any necessary change to the presentation.
- The final Applicant/Agent presentation must be sent by the Applicant/Agent to Clerks ([clerks@cambridge.ca](mailto:clerks@cambridge.ca)) **no later than noon on the Monday of the week prior to the meeting**, to ensure inclusion in the agenda. Please copy the Planner on your email to Clerks.

## **Procedure During the Meeting**

- **At All Meetings:**
  - Applicants/Agents will have a maximum of 10 minutes to present to Council.
  - If multiple Agents and/or applicants wish to speak, note that you are considered 1 delegate and will have only 10 minutes collectively.
  - It is the expectation that the Agent/Applicant will provide a complete overview of the site, development proposal, and applications.
  - The meetings are live streamed and can be viewed afterwards.
  - The Applicant/Agent will be called upon by the Chair/Mayor to present first at the podium.
  - Clerks will bring up the Applicant/Agent presentation on two large projector screens facing the seating area in Council Chambers. Note that Council will also be able to see the presentation on their individual monitors.
  - To request an advance to the next slide, please clearly say “Next Slide Please”.
  - The Chair/Mayor will provide a reminder near the end of the 10 minutes.
  - Upon conclusion of the presentation, Council will ask questions or provide comments of the Applicant/Agent.
  - Responses to questions from Council are through the Chair/Mayor. It is appropriate to respond with either “Through you Madam Mayor” or “Through you Mayor” or where the Chair is not the Mayor “Through you Chair” and optionally this can be followed by “to Councillor <insert name>”... and then proceed to respond to the question in a concise and clear manner.
  - Once there are no further questions, the Applicant/Agent leaves the podium.

- City Staff at the Podium:
  - At Statutory Public Meetings:**
    - Staff will not provide a formal presentation. Staff will stay seated and will only approach the podium if there are questions from Council.
  - At Council Meetings:**
    - Staff will be called upon as the second presenter by the Chair/Mayor. Staff will provide a brief formal presentation of 3-5 slides, covering only any important points or matters that are considered important to highlight or clarify, which the Applicant/Agent did not cover/clarify at all or in sufficient detail.
    - Upon conclusion of the presentation, Council may ask questions or provide comments.
    - Once there are no further questions of Staff, Staff can leave the podium.
    - A Staff presentation may not be required in some cases, but Council may have questions of Staff.
  
- Delegates will be called upon next. Delegates may address Council in person or through a phone call that is projected for all to hear. Those that register in advance of the meeting will have 10 minutes to speak, and those that request to speak without advanced notice will have only 5 minutes to speak. Delegates will respond to questions of Council.
  
- Council may request that either Staff or the Applicant/Agent return to the podium to respond to further questions.
  
- Concluding the Meeting:
  - **At Statutory Public Meetings:**
    - Council does not make any decisions.
    - The Chair will close the meeting once there are no further delegates and no further discussion or questions amongst Council.
  - **At Council Meetings:**
    - Council will make a decision to approve, refuse or defer.
    - Council will then move to a vote and a decision is made.
    - The meeting ends.
  
- Be sure to actively listen to everything discussed in the Council meeting, in particular to concerns or questions either from Council or directed to Council by members of the public.

- Some topics that Council may inquire about at the public meeting include but are not limited to:
  - Land Use Compatibility
  - Impact on the surrounding neighbourhood
  - Traffic
  - Parking
  - Accessibility
  - Servicing, Drainage and Grading
  - Building Design
  - Height or Density
  - Shadows
  - Noise
  - Setbacks
  - Environmental Impacts
  - Parkland
  - Amenities
  - Lighting
  - Privacy
  - Housing Affordability

If you have any questions please contact either the Planner on file or [planning@cambridge.ca](mailto:planning@cambridge.ca) and [clerks@cambridge.ca](mailto:clerks@cambridge.ca)