



**IMPORTANT:** The proposed **deadlines and timeframes** shown in this chart are provided for **information purposes only** and are potentially subject to change. Where no applications or other planning-related matters which require immediate consideration a **meeting could be postponed and/or cancelled at any time**.  
 If unclear on the timeframes presented, please reach out to the Planning Administrator at: [planning@bonfieldtownship.com](mailto:planning@bonfieldtownship.com)

**Planning Advisory Committee (PAC) and Council Meetings 2025 - Schedule and Timeframes (DD/MM/YYYY)**

Pre-Application Consultation(s)	Deadline - Complete Applications <i>(To meet notice periods for meeting dates)</i>	Application Processing (Bonfield Township) 2-5 Days	Issue Consultation for a period of 10 to 20 Days	Planning Report to Planning Advisory Committee	Meeting of Planning Advisory Committee	Council Meetings (Determination)
Ongoing process	13/01/2025	15/01/2025	15/01/2025 (Max. 20 days)	31/01/2025	04/02/2025	11/02/2025
Ongoing process	10/02/2025	12/02/2025	12/02/2025 (Max. 20 days)	28/02/2025	04/03/2025	11/03/2025
Ongoing process	10/03/2025	12/03/2025	12/03/2025 (Max. 20 days)	28/03/2025	01/04/2025	08/04/2025
Ongoing process	14/04/2025	16/04/2025	16/04/2025 (Max. 20 days)	02/05/2025	06/05/2025	13/05/2025
Ongoing process	12/05/2025	14/05/2025	14/05/2025 (Max. 20 days)	30/05/2025	03/06/2025	10/06/2025
Ongoing process	No applications considered by the PAC in July					
Ongoing process	14/07/2025	16/07/2025	16/07/2025 (Max. 20 days)	01/08/2025	05/08/2025	12/08/2025
Ongoing process	11/08/2025	13/08/2025	13/08/2025 (Max. 20 days)	29/08/2025	02/09/2025	09/09/2025
Ongoing process	15/09/2025	17/09/2025	17/09/2025 (Max. 20 days)	03/10/2025	07/10/2025	14/10/2025
Ongoing process	13/10/2025	15/10/2025	15/10/2025 (Max. 20 days)	31/10/2025	04/11/2025	11/11/2025
Ongoing process	10/11/2025	12/11/2025	12/11/2025 (Max. 20 days)	28/11/2025	02/12/2025	09/12/2025

**NOTES:**

Township staff guide applicants re: the information, sketches / plans, forms, and/or reports considered necessary to ensure an application is 'complete for planning purposes' on a continuous basis. The following guidance documents have been prepared to assist applicants in forming their applications, and are available on the Township's website, or by contacting the Planning Administrator:

1. Planning & Development Inquiry Form
2. Planning Application Checklist(s)
3. Plans & Sketches - Applicant Guide
4. Planning & Development Fee Schedule and Payment Information Guide (Nov 2024)
5. Application Forms & Guidance

Only once an application has been confirmed 'complete for planning purposes' will it be processed internally, and the application prepared for public consultation.

A copy of the complete application is then sent to relevant internal departments and external agencies together with a notice stating they have between **10-20 days** (depending on the application type) to provide comments on the application(s) as submitted. Other procedures include:

1. **Notification of local residents** - This is mailed to neighbouring properties within the required radius per type of application submitted.
2. **Posting the Site Notice** - The Site Notice is posted on the property, subject to the application, and notification is also uploaded to the Township's website. The Site Notice is also included in the Agenda Package shared with the Planning Advisory Committee (PAC) at a later date, prior to the meeting taking place (pending on the application).

Minimum consultation timeframes are summarized as follows:

1. **Official Plan Amendment - 20 days**
2. **Zoning By-Law Amendment - 20 days**
3. **Plan of Subdivision - 14 days**
4. **Plan of Condominium - 14 days**
5. **Consent Applications - 14 days**
6. **Minor Variance - 10 Days**

At the end of the consultation period, the Planning Administrator prepares a report on the findings for the Planning Advisory Committee (PAC) to consider at the scheduled meeting.

The Planning Advisory Committee (PAC) is a Sub-Committee of Council which has a mandate to review applications and advise Council on the merits and/or shortfalls of the application(s) as submitted. The PAC meeting is broadcast live, and is recorded for later viewing on the Township's YouTube Channel. Depending on the complexity and/or sensitivity of an application, the Planning Advisory Committee (PAC) may request additional information be obtained prior to making a recommendation to Council; or, can make recommendations at that meeting.

The vast majority of matters pertaining to submitted applications will be addressed prior to an application being considered by Council. However, the meeting does provide an opportunity for all Councilors to review and discuss the submitted application prior to making their final decision. The application may be approved or denied; or, if questions remain, referred back to the Planning Advisory Committee, Staff, and the Applicant - to assemble further information as requested.