



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**

Planning Advisory Committee (PAC) and Council Meetings 2026 - Schedule and Timeframes (DD/MM/YYYY)						
Pre-Application Consultation(s)	Deadline - Complete Applications <i>(To meet notice periods for meeting dates)</i>	Application Processing Starts (Bonfield Township) 2-4 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	05/01/2026	05/01/2026	08/01/2026 (Max. 20 days) to 28/01/2026	30/01/2026	03/02/2026	10/02/2026
Ongoing process	02/02/2026	02/02/2026	05/02/2026 (Max. 20 days) to 25/02/2026	27/02/2026	03/03/2026	10/03/2026
Ongoing process	09/03/2026	09/03/2026	12/03/2026 (Max. 20 days) to 01/04/2026	03/04/2026	07/04/2026	14/04/2026
Ongoing process	06/04/2026	06/04/2026	09/04/2026 (Max. 20 days) to 29/04/2026	01/05/2026	05/05/2026	12/05/2026
Ongoing process	04/05/2026	04/05/2026	07/05/2026 (Max. 20 days) to 27/05/2026	29/05/2026	02/06/2026	09/06/2026
Ongoing process					No applications considered by the PAC In July	
Ongoing process	07/07/2026	07/07/2026	09/07/2026 (Max. 20 days) to 29/07/2026	31/07/2026	04/08/2026	11/08/2026
Ongoing process	03/08/2026	03/08/2026	06/08/2026 (Max. 20 days) to 26/08/2026	28/08/2026	01/09/2026	08/09/2026
Ongoing process	07/09/2026	07/09/2026	10/09/2026 (Max. 20 days) to 30/09/2026	02/10/2026	06/10/2026	13/10/2026
					No November meeting due to election	
Ongoing process	02/11/2026	02/11/2026	05/11/2026 (Max. 20 days) to 25/11/2026	27/11/2026	01/12/2026	08/12/2026

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.nding 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 Councillors 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.