

City Staff – Time allocated to DRP Meetings

City Staff	Function	Task Time (range)	Total Time Range & (Median)
Director of Planning and Chief Planner	DRP meeting	1.5-4.5 h	1.5-4.5h (3h)
Manager of Development Planning, Heritage and Design	DRP meeting	1.5-4.5 h	0.5-6.5h (3.5h)
	Agenda review and approval	0.5 h	
Senior Project Manager (Optional)	Assigning the development planner	1h	2.5-4.5h (3.5h)
	Meeting Attendance	1.5-4.5 h	
DRP Coordinator	Review of the submissions	2-5h	18-50.5h (34.25h)
	Agenda preparation	1-3h	
	Circulation of the DRP submissions and information	2-3h	
	Review of the Staff presentation	1-2h	
	Meeting attendance	1.5-4.5 h	
	Meeting Summary	1-4 day	
	Ordering catering	1h	
	Room setup and food delivery	2h	
Development Planners	Review the submission	½ to 1 day	9.25h- 15h (12.125h)
	Preparing the Project Summary Sheet	2-3h	
	Preparing PowerPoint presentation	2h	
	Preparing for the DRP meetings	0.5h	
	Attending the DRP Meeting	1-2h	