

March 2025

REQUIREMENTS FOR TECHNICAL COORDINATING COMMITTEE (TCC) RESPONSES

This information is intended to provide developers and consultants with a standard format for responding to the comments provided in the TCC consolidated comment report. A response to the TCC comments is required when requested in the "Summary".

The TCC response requirements include:

- The consultant and/or developer is to review and acknowledge each comment received from the TCC consolidated comments.
- The consultant and/or developer is to respond to each comment using the format outlined below.
- If the consultant and/or developer has questions in regard to a comment or comments made, they may contact the TCC Chair at TCC@medicinehat.ca. They may be advised to contact the individual department that has provided the comment or the TCC Chair may suggest a meeting be held with City Departments to review the comments to encourage a quick turnover.

Response Format:

1. Development Permits:

- All responses should be addressed in the following format:

Issue	Recommendation/ Comment	Response/ Justification	Amended Drawing Number and/or Name
<i>Copy and paste: "Issue" provided in TCC Consolidated Comments report.</i>	<i>Copy and paste: "Recommendation/ Comment" provided in TCC Consolidated Comments report.</i>	<i>Provide response or justification to the comment. Provide any background information that may assist Planning and Development in determining if the response or justification satisfies the comment.</i>	<i>Provide the drawing number and a short description of the changes to the drawing.</i>

2. Area Structure Plan, Area Restructure Plan, Outline Plan, Functional Servicing Report, Detailed Design Drawings, and other submissions:

- All responses should be addressed in the following format:

Issue	Recommendation/ Comment	Response/ Justification	Amended Text or Drawing
<i>Copy and paste: "Issue" provided in TCC Consolidated Comments report.</i>	<i>Copy and paste: "Recommendation/ Comment" provided in TCC Consolidated Comments report.</i>	<i>Provide response or justification to the comment. Provide any background information that may assist Planning and Development in determining if the response or justification satisfies the comment.</i>	<i>For amended text - provide the following: Original portion of text and the text amended due to identified issue, recommendation/ comment. Page number of the amended text. Example: Original: The site will be serviced with a 250 mm water line. Amended: The site will be serviced with a 150 mm water line. See page 5. For amended drawing - provide the following: The drawing number and a short description of the changes to the drawing.</i>

Any additional changes made to the reports, plans, drawings submitted, outside of what is noted in the Developer's Response, are to be highlighted in the document or identified at the end of the Developer's TCC Responses. This assists TCC in the overall review process of subsequent submission.

The responses to the TCC consolidated comments are to be included with the next TCC submission. Consultants and Developers are encouraged to review these requirements for each submission and ensure that their responses to the TCC comments meet these requirements. Responses received that do not conform to the requirements may be sent back to the Consultant and/or Developer to be revised.