



PLANNING AND BUILDING SERVICES MEMORANDUM

TO: MAYOR J. LEHMAN AND MEMBERS OF COUNCIL

FROM: M. BANFIELD, RPP, MANAGER OF GROWTH AND DEVELOPMENT

NOTED: A. BOURRIE, RPP, DIRECTOR OF PLANNING AND BUILDING SERVICES
A. BOURRIE, RPP, ACTING GENERAL MANAGER OF INFRASTRUCTURE AND GROWTH MANAGEMENT
M. PROWSE, CHIEF ADMINISTRATIVE OFFICER

RE: PLANNING PROCESS IMPROVEMENTS – NEIGHBOURHOOD MEETINGS

DATE: DECEMBER 10, 2018

The purpose of this Memorandum is to update members of Council about a change to the planning process as it relates to the scheduling of neighbourhood meetings for planning applications. Neighbourhood meetings are not required under the *Planning Act* however the City has required them for many years. Traditionally neighbourhood meetings have been scheduled to provide the community an opportunity to review the proposal, speak to the applicant / agent and get a better understanding of the proposal prior to the statutory public meeting (required under the *Planning Act*). The statutory public meeting is scheduled to occur at the beginning of a General Committee meeting. The neighbourhood meetings are less formal and tend to be more comfortable for community members to express their feedback. Current procedure has been to have the neighbourhood meeting upon receipt of a complete planning application and prior to the statutory public meeting as required by the *Planning Act*.

The process improvement will have the neighbourhood meeting scheduled in advance of the submission of the planning application. The comments and feedback provided by the community at the neighbourhood meeting are expected to be addressed by the applicant or agent as part of a complete planning application in their plans, drawings and reports. Staff believe the benefits to scheduling the neighbourhood meeting in advance of the formal submission to the City include the ability:

- To provide an earlier opportunity for the community to view and understand the proposal and provide feedback;
- For the applicant or agent to hear feedback on a draft version of the plans, drawings and reports, affording the opportunity to respond to the feedback through discussion and revisions to the documents;
- To maximize the use of the legislated approval timelines under the *Planning Act* by focusing the review matters to those of a technical nature, having already incorporated the feedback from the community into the submission; and
- To reduce the amount of revisions to plans, drawings and reports throughout the process, ultimately decreasing time and costs for everyone involved.

Staff have prepared a Terms of Reference for the Neighbourhood Meeting, attached as Appendix "A" that explains the roles and responsibilities of the applicant and staff and Ward Councillor. Planning staff will continue to support the neighbourhood meeting through the notification and scheduling of the event and the applicant will continue to provide the content for the neighbourhood meeting. The Ward Councillor will continue to be invited to attend the meeting in order to hear comments first hand. The Terms of Reference state that scheduling of the neighbourhood meeting will commence when the applicant makes a submission to the City, including all draft materials, to ensure there are substantive materials for the community to review.



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Next Steps

This change in process came into effect on December 1, 2018. At the time of pre-consultation meetings, staff will identify if the proposal will require a neighbourhood meeting as part of a complete application. There is currently no fee change associated with this process improvement. The requirement for a neighbourhood meeting is not new, the only change to the current process is the timing of the meeting. Staff are excited to begin engaging the community earlier in the planning process.

For more information, please contact Michelle Banfield, Manager of Growth and Development at ext. 5466.

Appendix “A”

NEIGHBOURHOOD MEETING – TERMS OF REFERENCE



Participants	<p>Applicant and consulting team (<i>required</i>)</p> <p>Planner (<i>required</i>)</p> <p>Ward Councillor (<i>invited to attend</i>)</p> <p>Neighbours within 240m of the subject property (<i>invited to attend</i>)</p>
Responsibilities	<p>Applicant and consulting team:</p> <ul style="list-style-type: none"> • Prepare presentation material and provide to Planner to demonstrate the information to presented at the Neighbourhood Meeting at least one month in advance of the <i>desired</i> Neighbourhood Meeting date • Request Planner to schedule Neighbourhood Meeting • Post approved notice sign on subject property at least 14 days prior to the meeting • Present proposed concept to attendees, answer any questions, respond to feedback, and commit to providing additional information as appropriate • Take appropriate notes to capture the comments, questions and feedback • Include comments and responses as part of the <i>Planning Justification Report</i> as part of a complete application submission package <p>Planner:</p> <ul style="list-style-type: none"> • Review materials provided by the applicant to ensure there are substantive materials for the neighbourhood to review • Schedule Neighbourhood Meeting (date and location) • Provide approved wording and installation procedures for notice sign to applicant • Chair Neighbourhood Meeting • Answer questions relating to the process and timing of the future planning application <p>Ward Councillor:</p> <ul style="list-style-type: none"> • Attend, listen and ask questions
Notice	<p>The Planner will coordinate the required notices to the neighbourhood. It is the applicant's responsibility to post the approved notice sign on the subject property as soon as possible and a minimum of 14 days prior to the meeting. Notice for the neighbourhood meeting will not be given until satisfactory presentation materials have been submitted to the Planner.</p>
Location	<p>In a suitable publically accessible venue that is as close as possible to the subject site, such as schools, community centres, etc.</p>
Required Presentation by Applicant/Agent	<p>The applicant is required to prepare a short presentation that:</p> <ul style="list-style-type: none"> • Introduces the proposed development concept • Provides building elevations • Demonstrates how the development will fit into the existing neighbourhood • Identifies the studies to be provided in support of the application and provides draft copies, if available
Feedback Gathered and Responses	<p>The goal of the meeting is to engage with the community and obtain their feedback regarding the proposed development. The applicant must provide a section within the <i>Planning Justification Report</i> that identifies the comments received and how they have been addressed.</p>