



Pre-application Community Meeting Protocol

(PL-23-20)

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and Government Relations

Date: September 15, 2020



Background

Mayor's office Report No. MO-21-19 direct the Director of Community Planning to review the Mayor's Proposed Protocol attached as Appendix A to mayor's office report MO-21-19, incorporate any feedback from Committee and bring a revised protocol for approval in February 2020.

The revised protocol is to replace the current *Applicant's Guide to Pre-application Public Consultation*





Objectives

The objectives of the Recommended Protocol:

- to establish an opportunity for public input to proponents early in the development process;
- to provide proponents with instructions and tools to facilitate a consistent approach to Pre-Application Community Meetings; and
- to give clarity to the roles of proponents, staff, council and the public in advance of a development application being received by the City.



Review of Peer Municipalities

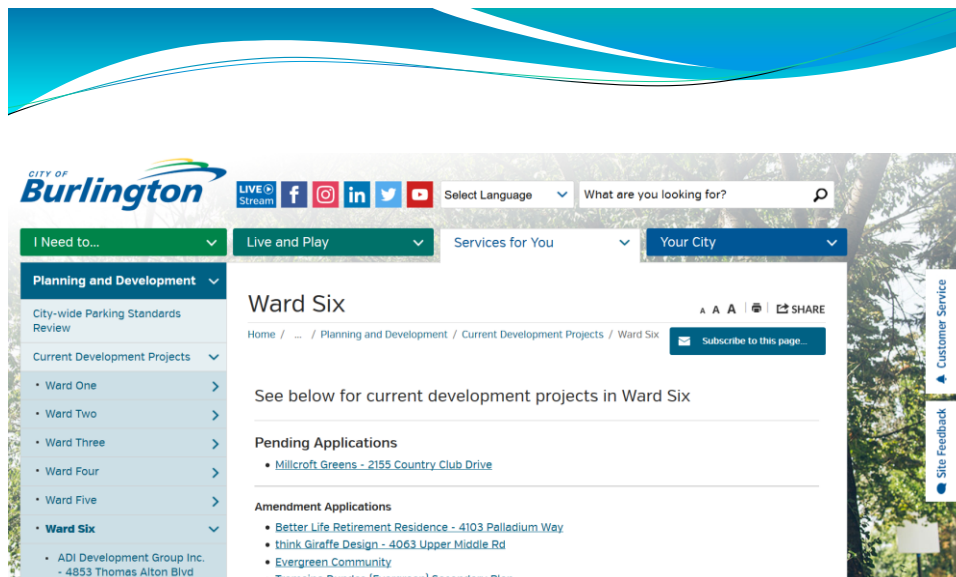
10 mid-sized communities in Ontario were reviewed

- 5 communities hold no public meeting in advance of an application;
- 1 community instructs consultation with the Ward Councilor;
- 1 community encourages advanced community engagement in specific circumstances;
- 3 communities encourage community engagement in advance of an application.



Public Consultation

- Get Involved webpage
 - During the Preapplication stage, all community meetings are posted on the City's calendar.
- Current Development Projects webpages
 - Corporate Communications staff have worked with Community Planning, Capital Works and Transportation to ensure that residents are engaged and kept informed during the entire process of a development (from pre-application to construction).
 - A webpage may also be created for pending applications if a preapplication community meeting has been confirmed or there are staff reports or council directions.



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Planning and Development

- Citywide Parking Standards Review
- Current Development Projects
 - Ward One
 - Ward Two
 - Ward Three
 - Ward Four
 - Ward Five
 - Ward Six
- ADI Development Group Inc. - 4885 Thomas Alton Blvd
- Better Life Retirement Residence - 4303 Palladium Way
- CP 8827 Ontario Properties Ltd. - 2023 Guelph Line
- Emery Investments - 4093 Palladium Way
- Kivengreen Community
- Halton Islamic Association - 4712 Palladium Way
- Milkcroft Greens - 2155 Country Club Drive**
- think Gravity Design - 4063 Upper Middle Road
- Thames Dunes (Evergreen) Secondary Plan

Development Application Information

Development Charges

Heritage Conservation Planning

Interim Control Bylaw (ICBL)

Official Plan

Policy Plans and Design Guidelines

Property Information Request

Stonemaster

Understanding the Development Application Process

Urban Design

Zoning By-Law 2020

Milkcroft Greens - 2155 Country Club Drive

Home / Current Development Projects / Ward Six / Milkcroft Greens - 2155 Country Club Drive

Site Address - Ward 6
2155 Country Club Drive

Status - Pre-Application

- Completed application not yet received

Applicant
Milkcroft Greens
info@milkcroftgreens.com
226-226-7543

Proposed Development

- The owners are proposing to develop five (5) parcels of land for residential uses. The intention is to also make design improvements to the existing course layout while retaining an 18-hole golf course.
- The five residential areas that are being considered for development are as follows:
 - Parcel A - (near Headfield Ct.) 33 single detached dwellings
 - Parcel B - (between Headfield Ct. & Penikese Cres.) 42 single detached dwellings
 - Parcel C - (near Berwick Dr. & Country Club Dr.) 16 single detached dwellings
 - Parcel D - (near Chasewood Ct.) 7 single detached dwellings
 - Parcel E - (on Dundas Street) 6-storey residential apartment building

Pre-Application Community Meeting

Sept. 21, 2020, 7-9:30 p.m.
(Virtual Meeting)

- [Register for Pre-Application Community Meeting \(PDF\)](#)
- [Instructions for Zoom Webinar \(PDF\)](#)

Participate On-Line via Zoom:
<https://zoom.us/j/3447639359>

Webinar ID: 944 1949 4959
(Internet connection required)
- Zoom User Guide available at www.burlington.ca/milkcroftgreens/

Participate by Telephone:
1-847-378-6685 (audio only)

No comments are received by the City during the Pre-Application phase. Public comments may be directed to the applicant during this time. Once a complete application has been received the public will be notified, and comments will be received by City staff.

[Reports or Staff Directions](#)

[Learn more about the Planning Process](#)

Preliminary Development Concept

Public Consultation, cont'd

- Meeting and correspondence with members of the City's Halton Development Liaison Committee,
 - Additional red tape
 - Need-based consultation
 - Too prescriptive
 - Consultation can occur after formal submission
 - Privacy proponent's materials



Recommendations

- Proponent led process
- Scheduling of the meeting to be coordinated with the Ward Councilor and Mayor
- Meeting invitation template, distinct from formal public notices
- City's development webpage created earlier in the process




Recommendations

- Meeting agenda template
- Proponent to provide a moderator, who will explain the status of the proposed development, and to explain the roles of all participants of the meeting
- Opportunity for Ward Councilor and Mayor to make a statement
- Planning staff will describe the development application process
- Proponent will describe their development proposal



Recommendations

- Proponent to take notes of the meeting
- Formal application to include summary and response to comments received.
- When a formal application is received, the Current Developments website will be updated with all submission materials

Staff recommend that council endorse staff implementation of the document titled Pre-application Community Meeting Protocol

