

Mayor's Proposed modifications

Pre-Application Community Meeting Protocol

Appendix A, PL 23-20


Sept. 15, 2020, CPRM

1. Page 1, add “mayor”

On Page One, in the background section, add the word “the mayor” to the last sentence, as follows:

Change ****starred****:

This protocol is to ensure that effective, informative meetings are held to support the proponent, the Ward Councilor, ****the Mayor****, the community and the planning process at large.



Pre-Application
Community Meeting
Protocol

Background:

Appendix A of PL-23-20

As part of the process for Official Plan Amendments, Zoning By-law amendments and plans of subdivision, proponents must conduct an independent consultation meeting with surrounding property owners, residents and elected officials. As stipulated in the preconsultation agreement, this meeting is to be held prior to the submission of a complete application under the Planning Act. It is the proponent's responsibility to summarize the feedback received at the Pre-application Community Meeting in their Planning Justification Report and discuss how this public consultation has influenced the development proposal. The meeting is to be held at the proponent's expense including costs of display materials, mailing and venue rental.

The objectives of the Pre-application Community Meeting are:

- Explain the planning process and how the public can be involved;
- To give clarity to the roles of the proponent, City staff, council and the public in advance of a development application being received by the City
- Describe a proposed development and show draft site plans or renderings to illustrate the project;
- Answer questions about the proposal and dispel any rumours; and
- To facilitate an opportunity for public input on the proposed development early in the development process, which may lead to modifications and improvements to the proposal and facilitate the streamlined processing of the application.

This protocol is to ensure that effective, informative meetings are held to support the proponent, the Ward Councilor, the community and the planning process at large.

Location and Scheduling

mayor

The pre-application public consultation meeting should be held at a neutral venue that is suitable for all weather conditions, in close proximity to the subject property. Civic buildings such as libraries, community centers, public or private schools are good choices, as residents will consider these a neutral venue. Please also ensure that the space is wheelchair accessible. Typically, a minimum of 50 residents should be expected.


Please ensure that appropriate audio visual resources are provided and in good working order. Ensure that there is a projector and table, screen and the appropriate cords. Staff recommend

2. Page 3, Add “all of council”

2. On page 3: In the section describing the distribution of meeting invitations, add “all of council” to get the notification. There are some projects of city-wide interest (eg. Millcroft Greens) and it is now becoming standard practice to notify all of council of pre-application meetings to give them the choice of whether or not to attend to hear about the proposal.

Change as follows: (Starred section is new)

The City of Burlington will provide distribution of meeting invitations, at the proponent’s expense, to property owners and residents in the notification area, based on a circulation distance of 120 metres from the proposed development site in the urban area and 300 metres in the rural area and North Aldershot, as well as the Ward Councilor, Mayor, ****all of city council**** and Community Planning Staff. It will also be appropriate and useful for proponents to invite their technical experts to attend the meeting and answer questions.



Pre-Application
Community Meeting
Protocol

all of council

The proponent must provide the City with a PDF copy of the invitation and the City will complete the mail-out in specialized envelopes. The City of Burlington will provide distribution of meeting invitations, at the proponent’s expense, to property owners and residents in the notification area, based on a circulation distance of 120 metres from the proposed development site in the urban area and 300 metres in the rural area and North Aldershot, as well as the Ward Councilor, Mayor and Community Planning Staff. It will also be appropriate and useful for proponents to invite their technical experts to attend the meeting and answer questions. The City will provide an invoice to the proponent for the cost of the mail-out including printing and postage.

Invitations must be sent out a minimum of 14 days before the meeting and are to be provided to the City a minimum of three weeks prior to the meeting. *city will review*

What should happen at the pre-application public consultation meeting?

This is a proponent’s opportunity to tell the surrounding residents about the proposal in a professional manner. Copies of the site plan, charts illustrating proposed changes to the existing zoning regulations, renderings, air photos and other display materials are useful to illustrate the proposed development. Comment sheets should also be provided. Sign-in sheets are not required and proponents should ensure that privacy of attendee’s personal information is protected.

Recommended Set-up for a Pre-Application Community Meeting:


- The meeting room should be booked at least 30 minutes prior to the meeting to allow time for set up. Expect some residents to be early.
- Directional signs for the meeting should be hung on the external doors and in the corridors.
- Prepare a table at the entrance to the room with the proponent’s contact information, pens, a blank comment sheets and a box to put completed comment sheets into.
- Display materials and boards should be placed near the entrance to the room, so that neighbours can view them before taking a seat. Technical experts should mingle with the public at this point and informally answer questions.
- Rows of seating should be set up facing the screen (or blank wall) for the main presentation. Generally 50 chairs are sufficient, gauge the level of interest in the proposal and prepare accordingly

3. Page 3, Add “city will review...”

3. On page 3, At the end of the section describing notification add that the city will review the notice and meeting design, in conversation with the Ward Councillor and the Mayor, before it is mailed to ensure it contains all relevant details.

Change as follows: (Starred section is new)

Invitations must be sent out a minimum of 14 days before the meeting and are to be provided to the City a minimum of three weeks prior to the meeting. **** The city will review the notice and meeting design, in conversation with the Ward Councillor and the Mayor, before it is mailed to ensure it conforms to the intent of the meeting protocol. ****



Pre-Application
Community Meeting
Protocol

all of council

The proponent must provide the City with a PDF copy of the invitation and the City will complete the mail-out in specialized envelopes. The City of Burlington will provide distribution of meeting invitations, at the proponent's expense, to property owners and residents in the notification area, based on a circulation distance of 120 metres from the proposed development site in the urban area and 300 metres in the rural area and North Aldershot, as well as the Ward Councillor, Mayor and Community Planning Staff. It will also be appropriate and useful for proponents to invite their technical experts to attend the meeting and answer questions. The City will provide an invoice to the proponent for the cost of the mail-out including printing and postage.

Invitations must be sent out a minimum of 14 days before the meeting and are to be provided to the City a minimum of three weeks prior to the meeting. *city will review*

What should happen at the pre-application public consultation meeting?

This is a proponent's opportunity to tell the surrounding residents about the proposal in a professional manner. Copies of the site plan, charts illustrating proposed changes to the existing zoning regulations, renderings, air photos and other display materials are useful to illustrate the proposed development. Comment sheets should also be provided. Sign-in sheets are not required and proponents should ensure that privacy of attendee's personal information is protected.

Recommended Set-up for a Pre-Application Community Meeting:

- The meeting room should be booked at least 30 minutes prior to the meeting to allow time for set up. Expect some residents to be early.
- Directional signs for the meeting should be hung on the external doors and in the corridors.
- Prepare a table at the entrance to the room with the proponent's contact information, pens, a blank comment sheets and a box to put completed comment sheets into.
- Display materials and boards should be placed near the entrance to the room, so that neighbours can view them before taking a seat. Technical experts should mingle with the public at this point and informally answer questions.
- Rows of seating should be set up facing the screen (or blank wall) for the main presentation. Generally 50 chairs are sufficient, gauge the level of interest in the proposal and prepare accordingly

4. Page 4, Add “any other council members present”

4. On page 4, in the section describing introductions at the meeting, add “any other council members present” also be introduced.

Change as follows (Starred section is new)

7:00 – 7:05 p.m.

Welcome and Introductions (The moderator should welcome

participants, introduce the Ward Councilor, Mayor, ****any city council members present****, City staff, any technical experts present, and briefly review the agenda.)

In addition to display materials:

- In advance of the meeting the proponent is encouraged to invite Ward Councilor and Mayor to make a statement during the meeting;
- Proponents should provide a moderator for the meeting;
- Proponents should make a presentation of the proposed development;
- Proponents should provide an opportunity for a question and answer session during the meeting. The public should be notified that the proponent will be taking detailed notes of the comments and questions;
- The proponent's experts should be on hand to respond to the questions notes;
- The moderator should describe the roles of the proponent, staff, elected officials and the public in the meeting;
- The moderator should explain that no application has been submitted at this time, and that no City decision has been made;
- Community Planning staff will provide background information about the development application review process and how the public can get involved.

Sample Pre-application Public Consultation Meeting Agenda:

- | | |
|------------------|---|
| 6:30 – 7:00 p.m. | Open House (informal review of display materials) |
| 7:00 – 7:05 p.m. | Welcome and Introductions (The moderator should welcome participants, introduce the Ward Councilor, Mayor, City staff, any technical experts present, and briefly review the agenda.) |
| 7:05 – 7:10 p.m. | Guide to the Planning Process (City staff will advise that no formal application has been submitted and no decisions have been made. Staff will give an overview of the process and how the public can be involved.) |
| 7:10 – 7:20 p.m. | Project Overview (The proponent will provide a description of the proposed project with appropriate presentation materials, and discuss any technical study results which may be of interest to the audience) |
| 7:20 – 8:30 p.m. | Question and Answer Period (This should be a moderated discussion. Proponent should have someone to take notes) |
| 8:30 – 8:35 p.m. | Wrap Up & Next Steps (The moderator should thank those in attendance and discuss the next steps/timing of submission of the application) |

*any other
work 11/09
present*

Burlington Community Planning Department
PO Box 5013, 426 Brant St., Burlington, Ontario L7R 3Z6

last reviewed 2020-09-02
www.burlington.ca

CITY OF
Burlington

Pre-Application
Community Meeting

5. Page 4, Add “...Subscribe to the development webpage...”

5. On Page 4 in the “guide to Planning Process” section of the meeting add that city staff will indicate that residents can subscribe to the development webpage to receive notification when an application is received, any future public meetings, and other details.

Change as follows (Starred section is new):

7:05 –7:10 p.m

Guide to the Planning Process (City staff will advise that no formal application has been submitted and no decisions have been made. Staff will give an overview of the process and how the public can be involved, ****including the option for residents to subscribe to the development webpage to receive notification when an application is received, any future public meetings, and other details****)

that no City decision has been made;

- Community Planning staff will provide background information about the development application review process and how the public can get involved.

Sample Pre-application Public Consultation Meeting Agenda:

6:30 – 7:00 p.m.	Open House (informal review of display materials)
7:00 –7:05 p.m.	Welcome and Introductions (The moderator should welcome participants, introduce the Ward Councillor, Mayor, City staff, any technical experts present, and briefly review the agenda.)
7:05 –7:10 p.m	Guide to the Planning Process (City staff will advise that no formal application has been submitted and no decisions have been made. Staff will give an overview of the process and how the public can be involved.)
7:10 –7:20p.m	Project Overview (The proponent will provide a description of the proposed project with appropriate presentation materials, and discuss any technical study results which may be of interest to the audience)
7:20 –8:30 p.m.	Question and Answer Period (This should be a moderated discussion. Proponent should have someone to take notes)
8:30 –8:35 p.m	Wrap Up & Next Steps (The moderator should thank those in attendance and discuss the next steps/timing of submission of the application)

any other work 11/08 pre sent

→ sign up to web page

Burlington Community Planning Department
PO Box 5013, 426 Brant St., Burlington, Ontario L7R 3Z6

last reviewed 2020-09-02
www.burlington.ca

Pre-Application