

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

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 that a microphone and speaker be used for the presentation and question and answer period.

Scheduling of the meeting is to be coordinated with City staff, Ward Councilor and the Mayor's availability. Proponents should also take into consideration recognized holidays and school vacations when selecting a meeting date, as interested residents may not be able to attend due to conflicting schedules.

The appropriate time of day for the meeting should also be considered. If many of the surrounding land uses look to be residential which would likely work most of the day, then evening times are typically preferred. If mostly businesses, then daytime may work best. Allow a minimum of 90 minutes for the meeting.

Once a date for the Pre-application Community Meeting has been established, the City will create a webpage dedicated to the proposed development. The webpage will include a description of the proposed development, a location map and the proponent's contact information so that residents may inquire or provide comments about the proposed development.

How should I invite residents to the pre-application public consultation meeting?

Proponents are encouraged to use the Pre-application Community Meeting invitation template. An editable version of the template will be provided following the Preconsultation meeting with staff. The invitations should contain the following information:

- The purpose of the meeting, example: to discuss proposed rezoning of 1234 Any Street, and a description of the proposed development;
- Where the meeting will be held - address and further directions if necessary;
- The time of the meeting including day of the week, date, start, presentation and end times;
- A description of purpose of the meeting being for the proponent to receive public input to shape development application submission;
- The current policies and zoning of a site;
- An overview of the roles of council, staff and the proponent at the meeting;
- Proponent contact information;
- A location map of the proposed development;
- A rendering of the proposed development, if available;
- A statement that no application has been submitted and that no decision has been made by the City;
- Instruction to subscribe to the webpage of the proposed development.

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.

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.
- A copy of the agenda should be placed in a prominent place, for example on a flip chart or projected onto the screen.

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)

What happens if the Pre-application Community Meeting is not well attended or nobody shows up at all?

Proponents must provide a reasonable opportunity to meet with surrounding neighbours. Attendance will depend on several factors ranging from residents with no concerns to residents with conflicts in their individual schedules. This pre-application community meeting is not expected to accommodate every affected resident's personal schedule.

What should Proponents do after the meeting?

Proponents should consider the feedback received and how the proposed development might be adjusted to respond to this feedback. Include a public consultation section in the Planning Justification Report which provides information about the notification process, date and location of the meeting, a summary of the discussion, and how the public feedback was used to refine the development proposal.