



CURRENT PLANNING SERVICES

WARD (COMMUNITY) MEETINGS - PROCEDURE

Ward Meetings are informal meetings held to advise and discuss a specific development proposal with the residents located in the vicinity of the location of the proposal and Ward Councillors. The purpose of this meeting is to provide information to the residents so that they are informed of what the proposal entails, and to provide an opportunity for the Ward Councillors, public, proponent and Planning Staff to discuss concerns and comments with respect to the specific development proposal. Ward Meetings are not required under *The Planning Act*, but are viewed as an effective mechanism in which to promote discussion and resolve any potential concerns early on in the review process.

Ward Meetings will be held for all Applications for Official Plan and/or Zoning By-law Amendment and Plans of Subdivision and Condominium, except in circumstances where the proposal is regarded as minor in nature and there are no anticipated impacts arising from the proposal. The waiving of the necessity for having a Ward Meeting will be determined by the Director of Current Planning Services, in consultation with the Ward Councillors.

Note: Similar meetings are required to be held under *The Planning Act* for specific, non-development matters. These include: Open Houses related to five-year reviews of the Official Plan; Zoning By-law up-dates as a result of these five-year reviews; and to consider a by-law to institute a Development Permit system. It is not intended that this policy apply to such situations, but rather that the appropriate public consultation process will be established specifically for these non-development matters.

The circulation area for the giving of Notice of Ward Meetings will be the same as that required for the giving of Notice of Public Meetings held under *The Planning Act*. In certain circumstances where it is deemed necessary to expand the circulation area, the Current Development Planner, in consultation with the Ward Councillors, shall determine the limits of this expanded area. The Meeting will be held, if feasible, in the area in which the proposed development is located.

Typically a minimum of two week's notice in advance of the Ward Meeting will be provided to the residents, although in certain circumstances the notice period may be reduced. The notice will include a basic description of what is proposed and who should be contacted for further information.

Notes will be taken during the Meeting by the Current Development Planner or support Staff, and will constitute an Attachment to the Staff Planning Report prepared for the

Public Meeting. The Public Meeting will occur not earlier than seven days following the holding of the Ward Meeting.

Depending upon the complexity of the Application, and/or the comments raised during the processing of the Application, additional Ward Meetings may be held. The Director of Current Planning, in consultation with the Ward Councillors and Current Development Planner, will determine the need for additional meetings.

The following provides an overview of when during the processing of the Application a Ward Meeting will be held:

- A Pre-consultation Meeting is held
- A Complete Application received and acknowledged
- File opened by Current Development Planner
- Information notice is forwarded to Ward Councillors and public
- Current Development Planner coordinates meeting date with Ward Councillors and proponent
- Once a meeting date has been established Current Development Planner circulates notice of community meeting to residents, Ward Councillors, the proponent and applicable Municipal Staff, generally no later than one week prior to the Ward Meeting
- The Current Development Planner determines the need for any additional Staff, other than his or herself, to attend the Ward Meeting
- The Current Development Planner arranges suitable venue and equipment for the Ward Meeting
- Ward Meeting is held
- Agenda (typical):
 - A) Welcome by Ward Councillors
 - B) Overview of Planning Process by Planning Staff
 - C) Proposal Presentation by Applicant
 - D) Questions by Public
 - E) Closing Remarks by Ward Councillors
- Notes from the Meeting are prepared and will form part of the public record and are attached to the Staff Planning Report (as applicable).
- Preparation of Staff Planning Report

02/08/08