Additional Opportunities for Public Participation in the Planning Approvals Process

Planning Committee Meeting

September 20, 2018
Background

- Council motion dated March 1, 2016 regarding enhancing public participation in the planning approvals process
- Review completed in 2017
- Effective December 14, 2017 – an additional opportunity for the public to provide oral comments at the time comprehensive reports were presented to the Planning Committee
- To further enhance public participation in the planning approvals process, staff are proposing to add an open house event for complex applications
Rationale

- Staff’s commitment to enhancing the planning approvals process – provides an additional opportunity for public participation at the early stages of the process.
- Aligns with Official Plan policies which state that the City may require additional public consultation measures in order to deem an application complete, determined on a case-by-case basis.
- Helps to better integrate the planning approvals process with the City’s Public Engagement Framework.
**Typical Planning Approvals Process (Zoning By-Law Amendment)**

1. **Applicant meets with City staff for pre-application**
2. **Applicant submits complete *Planning Act* application through DASH**
3. **Assigned Planner circulates application for technical review**
4. **Technical reviewers provide comments back to the Planner**
5. **Statutory Public Meeting held at Planning Committee**
   - *(public can speak to the application)*
6. **Potential changes made to the application based on public input and technical review comments**
7. **Comprehensive report with staff recommendation at Planning Committee**
   - *(public can speak to the application and staff recommendation)*
8. **Council makes decision to approve or refuse the application**
9. **Appeals to LPAT or by-law comes into effect if no appeals received**

Public can provide written comments until Council makes a decision.
Typical Planning Approvals Process with Open House (Proposed)

1. Applicant meets with City staff for pre-application
2. Applicant submits complete Planning Act application through DASH
3. Assigned Planner circulates application for technical review
4. Technical reviewers provide comments back to the Planner
5. Statutory Public Meeting held at Planning Committee (public can speak to the application)
6. Potential changes made to the application based on public input and technical review comments
7. Comprehensive report with staff recommendation at Planning Committee (public can speak to the application and staff recommendation)
8. Council makes decision to approve or refuse the application
9. Appeals to LPAT or by-law comes into effect if no appeals received

Public can provide written comments until Council makes a decision.
Proposed Open House Approach

- **Purpose:** to improve public understanding of the application, hear comments and concerns, and provide technical clarification
- **Applicable to:** complex Planning Act applications only, to be determined by staff at the time of pre-application on a case-by-case basis
- **Hosted by:** the applicant with support from City staff
- **Format:** informal drop-in setting; could feature display boards provided by the applicant; no formal presentation
- **When:** first and third Thursdays of each month, prior to Planning Committee meetings
- **Where:** Memorial Hall, City Hall
- **Courtesy notice:** by mail or email and posted on the City’s website
- **Statutory Public Meeting on the same application:** on a separate night than the open house
Next Steps

- Consideration of all feedback received tonight
- Prepare recommendation report for Planning Committee’s consideration
- Present recommendation to Council
Comments?
## Review of Other Municipalities

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Informal Meeting before Statutory Public Meeting?</th>
<th>When?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guelph</td>
<td>Yes</td>
<td>Informal Public Information Meeting – for applications generating significant public interest or concern</td>
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<tr>
<td>Oshawa</td>
<td>No</td>
<td>-</td>
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<tr>
<td>Ottawa</td>
<td>Yes</td>
<td>Community Information and Comment Session – at the request of the Ward Councillor or the applicant</td>
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<tr>
<td>London</td>
<td>No</td>
<td>In some cases, staff attend advisory committee meetings</td>
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<tr>
<td>Brampton</td>
<td>Yes – could occur either before or after a Statutory Public Meeting</td>
<td>Informal Open House – at the request of the Ward Councillor or the applicant, depending on the response from the general public</td>
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<tr>
<td>Waterloo</td>
<td>Yes</td>
<td>Neighbourhood Meeting – depending on the nature and scope of the application</td>
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<tr>
<td>Barrie</td>
<td>Yes</td>
<td>Neighbourhood Meeting – held at a venue in close proximity to the application location</td>
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<tr>
<td>Toronto</td>
<td>Yes</td>
<td>Community Consultation Meeting – held for almost every Official Plan and Zoning By-law amendment application</td>
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<tr>
<td>Kingston</td>
<td>Proposed</td>
<td>Open House – proposed for complex Planning Act applications only</td>
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