

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MAY 27, 2014

Item 18, Report No. 21, of the Committee of the Whole, which was adopted, as amended, by the Council of the City of Vaughan on May 27, 2014, as follows:

By approving the recommendation contained in the resolution of Councillor Carella, dated May 13, 2014, subject to amending the recommendation section of the resolution to read as follows:

It is therefore recommended that:

The Commissioner of Planning be directed to inform the Mayor and Members of Council as soon as is reasonably possible after any Pre-Application Consultation (or PAC) meeting (or the first of a series of PACs) having taken place, indicating the name of the applicant, any contact information, the address of the subject property, a brief description of the nature of the application(s), and a best estimate of the time needed to process the application up to public hearing stage;

If in the view of the local councillor the application has the potential to generate significant public response, the local councillor shall have the option of arranging a community meeting involving the applicant (assuming he/she is agreeable) and local residents and/or business owners (assuming they are interested), provided:

- (1) That any expenses attaching to such meeting and the circulation of notice thereof shall be at no expense to the City of Vaughan nor to any Councillor's budget;***
- (2) That notice of such community meeting shall be circulated in advance to the Mayor and Members of Council;***
- (3) That the role of the local councillor, with the support of all Members of Council, be to facilitate an exchange of information between the applicant and nearby residents/business owners, and not to pre-judge any application in advance of its proper consideration by Council; and***
- (4) That this procedure, once ratified, be reviewed after one (1) year of its adoption by Council.***

18 BETTER INFORMING THE PUBLIC ABOUT DEVELOPMENT APPLICATIONS

The Committee of the Whole recommends that consideration of this matter be deferred to the Council meeting of May 27, 2014.

Member's Resolution

Submitted by Councillor Tony Carella

Whereas from time to time development applications come forward that have the potential to generate significant response from the public; and

Whereas the process of informing the public in respect of such applications has been viewed by many residents and/or business owners as insufficient, both in terms of

- (1) the lead time between the date of the circulation of the notice of a forthcoming public hearing and the actual date of the public hearing, and***
- (2) the geographic extent of the circulation of the notice of public hearing; and***

Whereas those attending a public hearing would be better informed if there was an opportunity, by means of a community meeting, for them to hear the details of the application from the applicant in advance of said public hearing; and

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Whereas such community meeting would give the applicant and the residents and/or business owners an opportunity to resolve issues in advance of a public hearing, permitting the more efficient use of the time devoted to a public hearing;

It is therefore recommended that

The Commissioner of Planning be directed to inform the Mayor and Member of Council within five business days of any Pre-Application Consultation (or PAC) meeting (or the first of a series of PACs) having taken place (see attachment *), indicating the name of the applicant, any contact information, the address of the subject property, a brief description of the nature of the application(s), and a best estimate of the time needed to process the application up to public hearing stage (see attachment**);

If in the view of the local councilor the application has the potential to generate significant public response, the local councilor shall have the option of arranging a community meeting involving the applicant (assuming he/she is agreeable) and local residents and/or business owners (assuming they are interested), provided

- (1) That any expenses attaching to such meeting and the circulation of notice thereof shall be at no expense to the City of Vaughan;
- (2) That notice of such community meeting shall be circulated in advance to the Mayor and Member of Council; and

If in the judgment of the local councilor the community meeting indicates that there are substantial issues that cannot be resolved in advance of the public hearing on the application, the geographic range of the circulation of notice of such hearing shall be increased from 150m to 750m, as per precedent (refer to attachment 1).

Attachment: 1

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)



MEMBER'S RESOLUTION

Date: MAY 13, 2014 – COMMITTEE OF THE WHOLE

Title: BETTER INFORMING THE PUBLIC ABOUT DEVELOPMENT APPLICATIONS

Submitted by: Councillor Tony Carella

Whereas from time to time development applications come forward that have the potential to generate significant response from the public; and

Whereas the process of informing the public in respect of such applications has been viewed by many residents and/or business owners as insufficient, both in terms of

(1) the lead time between the date of the circulation of the notice of a forthcoming public hearing and the actual date of the public hearing, and

(2) the geographic extent of the circulation of the notice of public hearing; and

Whereas those attending a public hearing would be better informed if there was an opportunity, by means of a community meeting, for them to hear the details of the application from the applicant in advance of said public hearing; and

Whereas such community meeting would give the applicant and the residents and/or business owners an opportunity to resolve issues in advance of a public hearing, permitting the more efficient use of the time devoted to a public hearing;

It is therefore recommended that

The Commissioner of Planning be directed to inform the Mayor and Member of Council within five business days of any Pre-Application Consultation (or PAC) meeting (or the first of a series of PACs) having taken place (see attachment *), indicating the name of the applicant, any contact information, the address of the subject property, a brief description of the nature of the application(s), and a best estimate of the time needed to process the application up to public hearing stage (see attachment**);

If in the view of the local councilor the application has the potential to generate significant public response, the local councilor shall have the option of arranging a community meeting involving the applicant (assuming he/she is agreeable) and local residents and/or business owners (assuming they are interested), provided

(1) That any expenses attaching to such meeting and the circulation of notice thereof shall be at no expense to the City of Vaughan;

(2) That notice of such community meeting shall be circulated in advance to the Mayor and Member of Council; and

If in the judgment of the local councilor the community meeting indicates that there are substantial issues that cannot be resolved in advance of the public hearing on the application, the geographic range of the circulation of notice of such hearing shall be increased from 150m to 750m, as per precedent (refer to attachment 1).

Attachment: 1

Respectfully submitted,

Tony Carella, FRSA
Councillor, Ward 2 / Woodbridge West

Attachment 1

*A PAC is the first meeting between a planning applicant and the city staff. At a PAC meeting, staff from various departments advise the applicant what plans and supporting studies and the number of copies must be submitted with the development application form(s) and fee at a future submission date to constitute a Complete Submission. The applicant must submit everything checked off on the PAC form at the PAC meeting, which has been signed by the applicant and planning staff, and later submitted with the development application form(s). The applicant has six (6) months to submit a formal development application(s) to the Planning Department from the date of signing the PAC form; otherwise it expires and they must have another PAC meeting or renew the PAC form with signatures if the contents of submission do not change from the original list.

**The time between a PAC meeting and the submission of the development application varies depending on the complexity of the application and the number and types of plans and supporting documents that need to be submitted. A simple use change may only require a Planning Justification report and a site plan drawing and may be submitted within a few weeks, whereas, a large development that requires traffic, parking, tree assessment, soils, engineering, environmental and other documents for review by Planning, Engineering, Region, TRCA, etc. may require multiple detailed reports and plans that may take 3 or 4 months to prepare and submit.

Once a development application is formally submitted to the City and is deemed to be a complete application, Planning staff schedule a statutory Public Hearing usually within 1-2 months from submission of a complete application, given availability on the Public Hearing agenda. Notice of the Public Hearing is typically mailed out on average 25 days earlier by the Clerk's Department (although the Planning Act requires only a minimum 20 day notification), which 25 day period falls within the 1-2 month time span.

***The Provincial Planning Act mandates a minimum 120 metre radius notice around the subject property of a Public Hearing, or newspaper notice which we usually do for city-wide notice. The City Council has approved a city policy for a minimum 150 metre radius notice, which Planning staff currently applies. Planning staff has discretion to increase the notice area beyond 150 metres depending on the nature of the application. For example, Planning staff has increased notification up to 600 metres or even 1000 metres for some high density residential and subdivision proposals.

