

	<h1>POLICY</h1>	Policy No: MUN-PLA-1095
<p><u>Policy Title:</u> Public Participation in the Planning Process</p> <p><u>Policy Type:</u> COUNCIL</p> <p><u>Category:</u> Municipal Services</p> <p><u>Sub-Category:</u> Planning</p> <p><u>Author:</u> Director, Planning</p> <p><u>Dept/Div:</u> Development Services/Planning</p>	<u>Approval Date:</u> Click here to enter a date.	<u>Reviewed Date:</u> June 2023 <u>Next Review Date:</u> June 2028 <u>Reviewed Date:</u> Click here to enter text.
<u>Related Policies, Procedures and/or Guidelines:</u> City of Kitchener Official Plan Planning Act	<u>Last Amended:</u> October 24, 2011	<u>Replaces:</u> Click here to enter text.
	<u>Repealed:</u> Click here to enter a date.	<u>Replaced by:</u> Click here to enter text.

1. POLICY PURPOSE:

The purpose of this policy is to confirm the approach to public consultation for planning applications including notice requirements and engagement formats.

2. DEFINITIONS:

Proponent-initiated applications are applications under the Planning Act in which an external party has submitted for a particular parcel or parcels of land.

3. SCOPE:

POLICY APPLIES TO THE FOLLOWING:	
<input type="checkbox"/> All Employees	
<input type="checkbox"/> All Full-Time Employees	<input type="checkbox"/> All Union
<input checked="" type="checkbox"/> Management	<input type="checkbox"/> C.U.P.E. 68 Civic
<input type="checkbox"/> Non Union	<input type="checkbox"/> C.U.P.E. 68 Mechanics
<input type="checkbox"/> Temporary	<input checked="" type="checkbox"/> C.U.P.E. 791
<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
<input type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input type="checkbox"/> Specified Positions only:	<input type="checkbox"/> Other:
<input type="checkbox"/> Council	<input type="checkbox"/> Local Boards & Advisory Committees

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This policy will be applied by staff in the Planning Division.

4. POLICY CONTENT:

Proponent-Initiated Applications

1. That in respect to proponent-initiated Official Plan Amendments, Zoning By-law Amendments, Plans of Subdivision, and Vacant Land Condominiums the following will be considered:
 - a. Notification of the receipt of a complete application, as required by Sections 34, 22, and 51 of the Planning Act, R.S.O. 1990, Chapter P.13, as amended, will be undertaken by means of mailing a postcard generally explaining the nature of the proposal, with a link to the City's Development Applications webpage/mapping tool. Every effort will be made to use "plain language" and graphics in the design of the postcard to enable the public to easily understand the proposal that is to be considered. The extent of the circulation mail-out will be in accordance with the requirements of the Ontario Regulation applicable to the development application type, or to all property owners and residents within 240 metres of the subject lands, whichever is greater. A copy of the postcard will also be forwarded to the appropriate neighbourhood association and the Ward Councillor. A minimum of 21 calendar days will be provided for a response to the initial postcard.
 - b. Circulation will not be required in circumstances where, in the opinion of the Director of Planning, in consultation with the Ward Councillor, the circulation is seen to have little purpose or benefit.
 - c. The proponent will be required to post a City-issued billboard sign along each frontage of the lands subject to the development application, in a clearly visible location. Each sign is to note a summary of the application details and provide a contact number for a City staff member who can provide more information regarding the application. Notice signs are to be erected concurrently with the mailing of the initial postcard. Planning staff is to verify that sign installation has taken place and must ensure that signs remain posted until after the expiry of any applicable appeal period, or in the case of an appeal, after a final decision is issued by a Provincial tribunal.
 - d. A notice will be placed in a newspaper, which has sufficient general information, when an application is received, when a Neighbourhood Meeting is scheduled, and at least 10 days prior to the statutory public meeting which provides information on the application(s), the address of the property, and the date of the statutory public meeting, along with a website link for more detailed information regarding the meeting. A map showing the location of the property is provided if there is not a municipal address.
 - e. The reports being presented to Committee and Council for the statutory public meeting are posted on the City's website at the same time as the agenda for said meeting is posted.

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Common Elements Condominium and Lifting Holding Provisions (Zoning By-law Amendment) Applications

- f. A newspaper notice is the only notification required for a Common Elements Condominium application and an application to remove/lift a holding provision (Zoning By-law Amendment).

City-Initiated Applications

2. Official Plan Amendments and Zoning By-law Amendments initiated by the City will be processed in accordance with Section 21 and 34 of the Planning Act.
 - a. Circulation will be undertaken for all City-initiated Official Plan and Zoning By-law Amendments which are site specific and affect only a small defined area of land.
 - b. Circulation is not required for City-initiated Official Plan and Zoning By-law Amendments if they are city-wide amendments.
 - c. A notice will be placed in the newspaper at least 10 calendar days prior to the statutory public meeting and any associated reports will be posted on the City's Planning Applications webpage for all City initiated Official Plan and Zoning By-law Amendments.
 - d. City-initiated Official Plan and Zoning By-law Amendments will be exempt from signage requirements except in circumstances where the subject lands are a size and configuration where a sign would be practical.
 - e. Minor Zoning By-law Amendments which fall under delegated approval will be exempt from notice requirements.

Neighbourhood Meetings

3. Neighbourhood Meetings are recognized as an effective and integral part of the planning process, and the Planning Division is authorized to arrange Neighbourhood Meetings, when deemed necessary, in consultation with the Ward Councillor.
 - a. The meetings will be facilitated by City staff in accordance with the Planning Division's procedure manual for Neighbourhood Meetings.
 - b. A digital Neighbourhood Meeting will be held for all proponent-initiated development applications for Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision and Plan of Vacant Land Condominium and notice will be provided with a postcard to all property owners and residents with 240 metres of the subject lands at least 14 days in advance. Additional in-person engagements may be scheduled at the discretion of the City's Director of Planning in consultation with the Ward Councillor and the General Manager of Development Services.

Statutory Public Meetings

4. Where issues are raised during the initial circulation period or at a Neighbourhood Meeting, staff of the Planning Division will attempt to resolve those issues in advance of the Statutory Public Meeting or any meeting being held by the Planning & Strategic Initiatives Committee or Council.

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5. Staff reports pertaining to Official Plan Amendments, Zoning By-law Amendments, Plans of Subdivision and Vacant Land or Common Elements Condominiums must be finalized in advance of giving notice for a Statutory Public Meeting regarding the application.
6. A postcard with information pertaining to the staff report and statutory public meeting for Official Plan Amendments, Zoning By-law Amendment, Plans of Subdivision and Vacant Land Condominiums will be mailed to all persons who noted a desire to receive further information in their written response to the preliminary circulation, and who provided their contact information and requested to be notified, and to all property owners and residents with 240 metres of the subject lands. Staff will ensure the postcard is mailed at least 10 days in advance of the statutory public meeting.
7. If more than one year has lapsed since the initial circulation of the application and the statutory public meeting, the circulation list will be updated with updated property owner information.
8. Notice of a Statutory Public Meeting will be provided, at minimum, in accordance with the applicable Ontario Regulations in effect at the time of the processing of the application, and Official Plan Policies providing for Alternative Notice Requirements.

Internet-Based Tools

9. Planning staff will work with Communications staff to consider opportunities to utilize social media, websites, web-based applications, and other online tools, where appropriate, to assist with providing information to residents about new applications, Neighbourhood Meetings and statutory public meetings.
10. A copy of all materials received as part of a complete application will be posted publicly on the City's Development Applications webpage/mapping tool.
11. The City's Development Applications webpage/mapping tool will be routinely updated with updated information on all active development applications, including dates of engagements and statutory public meetings.
12. Digital neighborhood meetings will be primarily utilized for the first engagement on proponent-initiated applications to reduce barriers to participation, ensure sufficient staff resourcing to deliver a meeting for most applications within the prescribed timeframes, and to deliver an initial engagement with the public early in the development review process.

5. HISTORY OF POLICY CHANGES

Administrative Updates

2001-12-01 - Minor updates

2016-06-01 - I-1095 policy templated re-formatted to new numbering system and given number MUN-PLA-1095

Formal Amendments

2005-06-20 - Per Council/CLT directive.

2005-10-24 - Per Council/CLT directive.

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2011-10-24 - Per Council/CLT directive.