

Subject: Community Consultation Policy	Effective Date: November 26, 2019
Resolution: 2019	Review Date:
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Community Consultation Policy

Purpose:

To establish a procedure to meet the provincially legislated and municipal community consultation requirements for *Planning Act* applications.

Scope:

This Policy applies to applications submitted under the *Planning Act* as follows:

- Official Plan Amendments;
- Applications for Draft Plan of Subdivision/Condominium;
- Zoning By-law Amendments; and
- Minor Variance Applications.

Applicable Legislation:

Ontario Planning Act

Definitions:

Complete Application

An application is deemed to be complete when it is accompanied by required supporting documents identified through mandatory pre-consultation and is sufficient to allow Township staff and commenting agencies to establish compliance with applicable policies and regulations. Once the peer review process is finalized and all relevant agencies are satisfied that their feedback has been considered, the application will proceed to the public meeting stage of the process.

i.e. a Complete Application ensures that all parties, including the public, have a complete picture of the proposal and it does not infer that the application is approved.

Objectives:

Public involvement is critically important when considering development applications made under the *Ontario Planning Act*. The Township is committed to ensuring that community members are engaged, informed and well-served by the community consultation process. The Township actively encourages and welcomes collaboration with residents and stakeholders in the decision making process.

Members of the community are entitled to the following:

- To be informed of a development proposal.
- To be provided with all available information (i.e. supporting studies/documents, plans), to allow for the assessment of potential impacts.
- To make reasonable requests for further information as information becomes available.
- To discuss the proposal in appropriate public forums such as public meetings, public information sessions, neighbourhood meetings and open houses.
- To have opportunities to communicate with other members of the public, consultants, applicants and Township staff.
- To receive timely notice of requisite meetings.
- To review the results of the public consultation.
- To understand how the public consultation was considered and formed part of the analysis in staff reports – along with all other matters that merit consideration (i.e. peer review / agencies comments).
- To understand how Council considered the community consultation in their decision making.

Procedures:

1) Official Plan Amendments and Draft Plan of Subdivision/Condominiums

The Council of the County of Peterborough is the approval authority for Draft Plan of Subdivisions/Condominiums and Official Plan Amendments applications. The Council of the Township of Selwyn provides recommendations to County Council on the above noted applications.

The County and the Township will coordinate a joint community consultation process, which will include the following items.

Legislated Requirements (under the Ontario Planning Act)

- The Notice of Complete Application is provided within 15 days of the application being deemed complete by the County Planning Department.
- The Notice of Complete Application is advertised in a local newspaper approved by the Clerk of the County of Peterborough.
- The Notice of Complete Application, as prepared by the County of Peterborough, is circulated by prepaid first class mail to every resident within a 120 metre radius of the subject lands by the Township of Selwyn. The notice will include the details of the development proposal, including statements of where additional details related to the application can be obtained (e.g. website).

- The statutory public meeting is held at the Township of Selwyn. Notice shall be given at least 20 days prior to the meeting. The notice shall be given the following ways:
 - i. The County of Peterborough Planning Department will advertise the Notice of Public Meeting in a local newspaper approved by the Clerk of the County of Peterborough.
 - ii. The Township of Selwyn will circulate the Notice of Public Meeting by prepaid first class mail to every resident within a 120 metre radius of the subject lands.
 - iii. The notice will be provided to any individuals that have requested notification via email if possible. If email notification is not possible, the notice will be provided via pre-paid first class mail.
 - iv. A sign will be posted on the subject property by the Township, indicating the basic details of the application, including how additional details can be obtained and the time and location of the public meeting.
 - v. The notice will include date, time, location, description of the lands and purpose.

- Notice of Council's decision will be provided to the applicant/agent and any persons or public bodies which have requested to be notified.

Additional Community Consultation Actions

- Details of the application(s), notices, technical supporting documents/studies and any meeting/open house details will be posted on the County and Township Websites. The Township website posting will also include the following statement: *This notice is circulated as a requirement of The Planning Act, and is intended to provide the public and ministries / agencies with information related to the proposed amendment, in order to solicit public / agency input. This notice does not infer that the application is approved.*

- This page will be updated throughout the process.

- A neighbourhood information meeting hosted by the applicant/agent is encouraged in order to inform the community about the development proposal.

- County and Township staff will attempt to provide notification to any persons or public bodies that have provided written or formal verbal comments (who may not have formally requested to be notified).

- Public meetings will be promoted through the Township's social media platforms.

2) Zoning By-law Amendments

The Council of the Township of Selwyn is the approval authority on these applications. Township Staff will coordinate the community consultation process, which will include the following items.

Legislated Requirements (under the Ontario Planning Act)

- The Notice of Complete Application will be provided within 15 days of the application being deemed complete by Township Staff.
- The Township of Selwyn will circulate the Notice of Complete Application by prepaid first class mail to every resident within a 120 metre radius of the subject lands. The notice will include the details of the development proposal, including statements of where additional details related to the application can be obtained (e.g. website) and will state: *This notice is circulated as a requirement of The Planning Act, and is intended to provide the public and ministries / agencies with information related to the proposed amendment, in order to solicit public / agency input. This notice does not infer that the application is approved.*
- The statutory public meeting is held at the Township of Selwyn. Notice will be given at least 20 days prior to the meeting. The notice will be given the following ways
 - i. The Township of Selwyn will circulate the Notice of Public Meeting by prepaid first class mail to every resident within a 120 metre radius of the subject lands.
 - ii. The notice will be provided to any individuals that have requested notification via email if possible. If email notification is not possible, the notice will be provided via pre-paid first class mail.
 - iii. A sign shall be posted on the subject property by the Township, indicating the basic details of the application, including how additional details can be obtained and the time and location of the public meeting.
 - iv. The notice will include date, time, location, description of the lands and purpose.
- Notice of Council's decision will be provided to the applicant/agent and any persons or public bodies which have requested to be notified.

Additional Community Consultation Actions

- Details of the application, technical supporting documents/studies and any meeting/open house details will be posted on the Township Website. The Township website posting will also include the following statement: *This notice is circulated as a requirement of The Planning Act, and is intended to provide the public and ministries / agencies with information related to the proposed amendment, in order to solicit public / agency input. This notice*

does not infer that the application is approved. This page will be updated throughout the process.

- A neighbourhood information meeting hosted by the applicant is encouraged in order to inform the community about the development proposal.
- Township staff will attempt to provide notification to any persons or public bodies that have provided written or formal verbal comments (who may not have formally requested to be notified).
- Public meetings will be promoted through the Township's social media platforms.

3) Minor Variance Applications

The Committee of Adjustment (appointed by Township Council) grants or denies minor variance requests. Community consultation includes the following:

Legislated Requirements (under the Ontario Planning Act)

- The statutory public meeting will be held at the Township of Selwyn. Notice will be given at least 10 days prior to the meeting in the following ways:
 - v. The Township of Selwyn will circulate the Notice of Public Meeting by prepaid first class mail to every resident within a 60 metre radius of the subject lands.
 - vi. The notice will be provided to any individuals that have requested notification via email if possible. If email notification is not possible, the notice will be provided via pre-paid first class mail.
 - vii. A sign will be posted on the subject property by the Township, indicating the basic details of the application, including how additional details can be obtained and the time and location of the public hearing.
 - viii. The notice will include date, time, location, description of the lands and purpose.
- Notice of Council's decision will be provided to the applicant/agent and any persons or public bodies which have requested to be notified.

Additional Community Consultation Actions

- The property owner/agent is encouraged to inform neighbouring property owners of the proposed development.
- The notice will also be posted on the Township website.

- Township staff will attempt to provide notice of decision to any persons or public bodies that have provided written or formal verbal comments (who did not formally request to be notified).
- Public meetings will promoted through the Township's social media platforms.

Related Documents:

- Township Official Plan
- Township Zoning By-law