

Community Pre-consultation Process

Draft Guidelines for Community Associations

Preliminary draft for submission to Ms. Forgie's team in advance of March 20 presentation to FCA

PURPOSE

These Guidelines are intended to guide community associations participating in community consultation in the pre-consultation process for the following development applications:

- Official Plan Amendment
- Zoning By-Law Amendment
- Plan of Subdivision
- Site Plan Control

The City strongly encourages applicants to engage in community consultation before they formally submit a development application. This process is voluntary for both the developers and the community associations.

Exclusion from pre-consultation

Ms. Forgie: please list here all exclusions (e.g. building of 10 units or less, etc.)

Guidelines:

1. Selection criteria: up to 4 community association representatives ("CA representatives") – Each CA representative must be a member (Board member or general member) of the concerned community association and must not have a conflict of interest; should have received proper training.

Questions:

- (a) Should a process be provided to replace CA representatives in case of resignation, relocation, death, etc.
- (b) What should be done where there is an overlap of community associations with respect to a development proposal?

2. Clarification of role of CA representatives in representing the community association and community. CA representatives will provide input and advice, including:
 - (a) openly discuss concerns, ideas, perspectives and viewpoints with City staff and the developer;
 - (b) provide advice and input on the proposed development using a checklist (see p. 4);
 - (c) flag issues that are apparent to them based on their knowledge and experience of the neighbourhood;
 - (d) point out whether the proposed development appears to comply with the Zoning By-law as well as the Official Plan and the Secondary Plan, if applicable; and
 - (e) highlight important questions that may not have been considered by the developer or that are not adequately addressed by the development proposal, so that the City is aware that there are outstanding issues that need to be addressed (such as demovictions, recurring water drainage problems).

3. Adequate information for CA representatives:
 - (a) clear explanation of the objectives of the pre-consultation and of expectations;
 - (b) description of the proposed development, including a map of proposed development in neighbourhood;
 - (c) adequate training on the planning process and the NDA;
 - (d) approximation of time commitment for participating in pre-consultation; and
 - (e) contact information of City staff member to answer questions.

Question: Is it possible to extend the one-hour time limit for the meeting(s) with City staff and the developer, as it appears too restrictive and insufficient?

4. Adequate time provided to CA representatives to receive documentation and prepare for the meeting(s). CA representatives should have access to documents at the same time as the City. CA representatives should have adequate time to speak at the meeting(s) and have their views considered.

5. The CA representatives must be given the opportunity to review the minutes of each meeting. There should also be a written report on the pre-consultation meeting(s).
6. Confidentiality requirements. Adequate information and training on NDAs should be provided by the City's legal department. CA representatives should clearly understand the legal aspects of an NDA and be fully aware of the consequences of any breach. It is recommended that the training session on NDAs be limited to half a day and focus on the specific legal obligations of a CA representative signing an NDA.
7. Access to further education and information tools for CA representatives to better understand the planning process (i.e. planning primer).
8. Clarification to the effect that councillors have their own distinct pre-consultation process and that CA representatives must abstain from discussing any issue governed by an NDA with their councillor.
9. Opportunity for CA representatives to report back on the quality of the pre-consultation process after completion (questions will be provided).
10. Guiding principles: The guiding principles set out in the City's Public Engagement Strategy should be respected to ensure meaningful and effective community pre-consultation.
11. The CAs representatives should be treated with respect and given sufficient time to review documents. Document purpose and content should be explained on request by the planner to CA representatives with NDAs.

CHECKSLIST for CA Representatives participating in the Pre-consultation process

(details to be added to explain each item of checklist)

Land use

Building Height and setbacks
Density
Building Design – volume, façade, material, color
Parking – bicycle and motor vehicle
EV charging readiness
Fencing
Garbage and recycle storage and collection
Servicing and drainage
Energy performance
Amenity spaces
Lighting and security
Transportation Demand Management Measures
Vehicular traffic (traffic analysis)
Transit Service
Pedestrian and cycling safety
Health and Wellness
Environmental preservation
Trees and landscape
Noise
Snow storage and disposal
Parkland and green space
Public domain improvements (ex. sidewalks)
Percentage of affordable units
Percentage of large units (3 bedrooms or more)
Other