



PLANNING AND BUILDING SERVICES MEMORANDUM

TO: MAYOR J. LEHMAN AND MEMBERS OF COUNCIL

FROM: M. BANFIELD, RPP, MANAGER OF GROWTH AND DEVELOPMENT

NOTED: A. MILLER, RPP, DIRECTOR OF PLANNING AND BUILDING SERVICES (ACTING)
A. MILLER, RPP, GENERAL MANAGER OF INFRASTRUCTURE AND GROWTH MANAGEMENT
M. PROWSE, CHIEF ADMINISTRATIVE OFFICER

RE: PUBLIC OPEN HOUSE PRIOR TO THE START OF STATUTORY PUBLIC PLANNING MEETINGS

DATE: AUGUST 12, 2019

The purpose of this Memorandum is to advise members of Council about an improvement to the planning process as it relates to Public Planning Meetings. Beginning with the public planning meetings in September there will be an Open House hosted by Planning staff prior to the 7:00 p.m. start of the General Committee meeting.

An Open House will be scheduled from 5:45 p.m. to 6:45 p.m. in the City Hall Rotunda on the same night as the statutory public planning meeting. Staff and the consultant / applicant will be available for residents to review the proposal details and to discuss issues and pose questions. The Open House will be drop-in format. Following the Open House, the residents in attendance can proceed to the Council Chambers for the public meeting. The public meeting notices have been updated to reflect the Open House opportunity.

Staff believe the benefits of hosting an open house prior to the start of the statutory public planning meeting include providing:

- an additional opportunity for residents to review the proposal, which may have been altered since the Neighbourhood Meeting which was held before the application was submitted;
- a less formal opportunity for residents to ask questions and receive clarification on the proposal from City Staff and the consultant / applicant as some people may not be comfortable speaking at Council;
- an opportunity for residents to clarify the points they wish to make to Council at the public meeting to ensure their comments are reflective of the current version of the proposal; and,
- an engagement opportunity on the same night that the public meeting is scheduled to reduce the impacts on people's schedules.

Next Steps

This change will be implemented effective immediately for the Public Meetings on Monday September 9, 2019. As with any process improvement, further refinements and modifications will be explored, if necessary. Staff are excited to provide another opportunity to engage with the community on planning projects.

For more information, please contact Michelle Banfield, RPP, Manager of Growth and Development at x5466.