Consultation Best Practices for Applicants

Voluntary PAC

The **Pre-Application Consultation process** gives development applicants and the City the opportunity to take part in preliminary discussions about a development proposal prior to application submission.

Engage the community

Using the **Public Engagement Strategy Terms of Reference** and other resources like the Census, applicants are strongly encouraged to engage with community and equity-deserving groups prior to submitting an application. The community may include residents and tenant associations, community networks; business/employment associations; community service and facilities establishments; housing and social service agencies; school boards; heritage preservation groups, etc.

Review Existing Materials

Gather insight into community priorities and values and review pre-existing materials developed through studies or previous engagements. These priorities and values can be put to the community for confirmation and serve as the basis for the development proposal.

Consider the scope and impact of proposal

Some proposals may be smaller, on standard lots, and have minimal impacts on the surrounding community. Others may be more complex, such as multi-phase developments or major city-building initiatives that take place over a long time. In the latter case, applicants, staff and the local councillor should identify if targeted engagement opportunities such as stakeholder meetings would be appropriate. Provide clarity on what aspects of the proposal are up for feedback, and what are not.

Where resources allow and when appropriate, applicants may also consider engaging through other formats in parallel to the community consultation meeting – office hours, websites, workshops, and advisory groups.

Application Submission

Upon completion of the **Pre-Application Consultation meeting**, the applicant will be issued a Planning Application Checklist Package - a checklist of planning materials required for application submission (e.g., required plans, studies, reports) and advisory comments related to the City's policy framework. The applicant can use the Planning Application Checklist Package to **develop their application**.

Identify Citybuilding objectives / goals early

Using the information from the Voluntary PAC and pre-existing studies or engagement summaries, identify if there are broad city-building goals, objectives or local community benefits that can be delivered by the proposal. Indicate when these outcomes will be phased in the development.

Show how PAC feedback was considered

When submitting the formal application, identify how feedback received during the voluntary PAC stage informed the submission. When feedback was not incorporated, provide clarity on why.

Application Submission

The Community Meeting provides staff with an opportunity to outline the planning process to the local community and for the applicant to publicly present the proposal. It also provides the local community an opportunity to comment on the proposal.

Clearly communicate the purpose, objectives, and outcomes of the proposal

What is, and what is not open for feedback as well as how input will be considered. Show how the Voluntary PAC process informed the submission. Revisions to the proposal should clearly show participants how their input influenced the project.

Community Council/ Planning and Housing Committee

The statutory public meeting for amendments to the **Official Plan and/or Zoning By-laws** takes place at one of the four Community Councils, or Planning and Housing committee. The purpose of this meeting is to consider the staff report and provide a public forum for debate on the merits of the application. Applicants have the opportunity to present their proposal, the public can write in or attend to make their views known and Community Council or Committee has the ability to evaluate the application.

Submit a communication to the Council or Committee about the proposal and sign up to depute

Explain how community and staff input shaped aspects of the proposal. If the input was not incorporated, clearly explain why.

If applicable, summarize the public consultation strategy established in the voluntary PAC stage, and how the goals and objectives were achieved.influenced the project.

City Council

City Council receives recommendations from Community Council or Planning and Housing committee for a final decision on the application(s).

If the OPA or ZBA is amended, the City will issue a notice of approval within 15 days of the decision, followed by a 20-day appeal period. If no appeal is submitted, the amendment(s) comes into effect. A similar appeal procedure applies for a refusal of the application(s).

Close the Loop

In the event of City Council enactment/ approval, advise and participants that the application process has concluded, thank them for their participation, and provide information on any next steps.

Legend: Stages / Things to Consider

There are a number of post-approval activities that applicants may wish to consider to keep the community informed and engaged:

- Ensure that the development site is well-maintained in the period between receiving approvals and the start of construction.
- Work with City staff to implement your Construction Management Plan and respond to concerns from area residents and businesses in a timely manner.

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