

#### Participants

Applicant and consulting team (*required*)  
City Planner (*required*)  
Ward Councillor (*invited to attend*)  
Neighbours within 240 metres of the subject property (*invited to attend*)

#### Responsibilities

Applicant and consulting team:

- Prepare presentation material and provide to Planner to demonstrate the information to be presented at the Neighbourhood Meeting **at least one month** in advance of the desired Neighbourhood Meeting date
- Request Planner to schedule Neighbourhood Meeting
- Post approved notice sign on subject property **at least 14 days** prior to the meeting
- Present proposed concept to attendees, answer any questions, respond to feedback, and commit to providing additional information as appropriate
- Take appropriate notes to capture the comments, questions, and feedback
- Include comments and responses as part of the **Planning Justification Report** as part of a complete application submission package

City Planner:

- Review materials provided by the applicant to ensure there are substantive materials for the neighbourhood to review
- Schedule Neighbourhood Meeting (date and location)
- Provide approved wording and installation procedures for notice sign to applicant
- Chair Neighbourhood Meeting
- Answer questions relating to the process and timing of the future planning application

Ward Councillor:

- Attend, listen and ask questions

#### Notice

The City Planner will coordinate the required notices to the neighbourhood. It is the applicant's responsibility to post the approved notice sign on the subject property as soon as possible and a minimum of 14 days prior to the meeting. Notice for the neighbourhood meeting will not be given until satisfactory presentation materials have been submitted to the City Planner.

#### Location

Virtually through a digital platform. In unique circumstances, a meeting may be held in person in a suitable publically accessible venue that is as close as possible to the subject site, such as schools, community centres, etc.

#### Required Presentation by Applicant/Agent

The applicant is required to prepare a short presentation that:

- Introduces the proposed development concept
- Provides building elevations

- Demonstrates how the development will fit into the existing neighbourhood
- Identifies the studies to be provided in support of the application and provides draft copies, if available.

## **Feedback Gathered and Responses**

The goal of the meeting is to engage with the community and obtain their feedback regarding the proposed development. The applicant must provide a section within the ***Planning Justification Report*** that identifies the comments received and how they have been addressed.

# Appendix A – Neighbourhood Meeting

## TERMS OF REFERENCE

### Roles

Applicant and consulting team  
Planner (file manager)  
Planning Administration Staff  
Ward Councillor

### Responsibilities

Applicant and consulting team:

- Post approved notice sign on subject property
- Prepare presentation material in advance of meeting; presentation must be provided a minimum of 48 hours in advance of the meeting
- Present proposed concept to attendees, answer any questions, respond to feedback, and commit to providing additional information as appropriate

Planner (file manager):

- Schedule Neighbourhood Meeting (date and location)
- Provide approved wording and installation procedures for notice sign to applicant
- Chair Neighbourhood Meeting
- Answer questions relating to process and timing

### Notice

The Planner will coordinate the required notices. It is the applicant's responsibility to post the approved notice sign on the subject property as soon as possible and a minimum of 14 days prior to the meeting.

### Location

- In a suitable publically accessible venue that is as close as possible to the subject site, such as schools, community centres, etc.

### Required Presentation by Applicant/Agent

The applicant is required to prepare a short presentation that:

- Introduces the proposed development concept
- Provides building elevations
- Demonstrates how the development will fit into the existing neighbourhood
- Identifies the studies to be provided in support of the application

### Feedback Gathered and Responses

The goal of the meeting is to engage with the community and obtain their feedback regarding the proposed development. The applicant must demonstrate how any public comments and concerns are to be addressed.

### Notes

Please note that Planning Administration Staff will take meeting minutes at the Neighbourhood Meeting, but do not record the meeting verbatim. It is critical that the applicant and consulting team take appropriate notes to capture the comments, questions, and feedback.