

Terms of Reference



Subject: Neighbourhood Meeting

Description

The purpose of the Neighbourhood Meeting is to provide relevant information on the development proposal and get feedback from the surrounding community to support the City's Community Engagement Framework. The City of Guelph requires that all development applications are circulated for public review and feedback.

As specified in the Development Review Committee ("DRC") Checklist, the Neighbourhood Meeting is to be held prior to the submission of a complete application under the Planning Act. It is the applicant's responsibility to summarize the feedback received at the Neighbourhood Meeting in their Community Engagement Report and discuss how community feedback was incorporated into the development proposal. The neighbourhood meeting is to be at the applicant's expense including costs of materials, mailing and venue rental.

The objectives of the Neighbourhood Meeting are to:

1. Promote participation and education on the development planning process and ways individuals and groups can be involved;
2. Give clarity on the roles of the applicant, City staff, , and the public in advance of a complete application being received by the City;
3. Describe and answer the proposed development and showcase draft concept plans and/or renderings to illustrate the proposed development;
4. Answer questions about the proposed development;
5. To engage the public on the proposed development early in the process, which may lead to modifications and improvements to the proposal and further streamline the application review process.

Who prepares it?

A Neighbourhood Meeting must be held by the applicant at the expense of the applicant. The City of Guelph recommends inviting various technical experts of the applicant's team relevant to the proposal, including but not limited to:

1. Architect;
2. Land Use Planner;
3. Urban Designer;
4. Development Engineer.

The applicant shall select one member of their team to moderate the discussion and to direct questions to the appropriate person. Applicants shall provide notice to the respective Ward Councillors of the Neighbourhood Meeting.

When is it required?

A Neighbourhood Meeting is required for the following development applications:

1. Official Plan Amendment;
2. Zoning By-law Amendment;
3. Plan of Subdivision;
4. Plan of Condominium (rental conversion only).
5. Required Protocol

A Neighbourhood Meeting must be conducted prior to a formal submission.

Neighbourhood Meetings must follow this structure:

Location and Scheduling

A Neighbourhood Meeting shall be held at a neutral venue and near the subject property. Neutral venues include libraries, community centres, public or private schools. Please ensure that the space is wheelchair accessible. In certain circumstances, virtual meetings may be considered acceptable if approved by staff.

Please ensure that appropriate audio-visual resources are provided and in good working order. It is recommended that a microphone and speaker be used for the presentation and question and answer period.

Scheduling of the meeting is to be coordinated with City staff. Applicants should consider recognized holidays, school vacations, and common working schedules when selecting a meeting date. For example, a Neighbourhood Meeting shall not be held on a Friday or weekend.

When selecting a meeting time, surrounding land uses should also be considered. For example, if surrounding land uses are residential, evening times are typically preferred. The meeting shall be scheduled for a minimum of 90 minutes.

Invitations

Applicants are encouraged to use the Neighbourhood Meeting invitation template. An editable version of the template will be provided following the DRC meeting. The invitations should contain the following information:

The purpose of the meeting (i.e. to discuss the proposed rezoning or official plan amendment, and a description of the proposed development);

1. Meeting location (including the address and directions if necessary);
2. The time of the meeting (including date, start and end times);
3. The current Official Plan designation and zoning of the site;
4. An overview of the role of Council, City staff, and the applicant at the meeting;
5. Applicant contact information;
6. A location map of the subject property;
7. A rendering of the proposed development, if available;
8. A statement that no application has been submitted and that no decision has been made by the City;

The applicant will provide City staff with a PDF copy of the invitation and the applicant will complete the mail-out. The applicant will coordinate the distribution of meeting invitations, at the applicant's expense, to property owners and residents in

a 120 metre notification area from the subject property. The City of Guelph will provide a mailing list.

Invitations must be sent out a minimum of 14 days before the meeting and are to be provided to the City a minimum of three weeks prior to the meeting.

Recommended Set-up

The meeting room should be booked at least 30 minutes prior to the meeting to allow time for set-up. Directional signs for the meeting should also be placed on external doors. Display materials and boards should be placed near the entrance to the room, so that residents can view them before the meeting begins. This is also an opportunity for technical experts to answer any informal questions. Sufficient seating shall also be provided. A copy of the agenda shall also be made available.

In addition to the display materials:

1. Applicants shall make a presentation of the proposed development;
2. Applicants shall provide an opportunity for a question and answer session during the meeting. The public shall be notified that both the applicant and staff are taking notes of the comments and questions;
3. Development Planning staff will provide background information about the development review process and how the public can get involved.

Sample Neighbourhood Meeting Agenda:

6:30 -7:00 p.m. Open House (informal review of display materials)

7:00-7:05 p.m. Welcome and Introductions (The moderator should welcome participants, introduce themselves and any technical experts present, and briefly review the agenda)

7:05-7:10 p.m. Guide to the Planning Process (City staff will advise that no formal application has been submitted and no decisions have been made. Staff will give an overview of the process and how the public can be involved)

7:10-7:20 p.m. Project Overview (The applicant will provide a description of the proposed development with appropriate presentation materials, and discuss any technical study results which may be of interest)

7:20-8:30 p.m. Question and Answer Period (Moderated by the applicant)

8:30-8:35 p.m. Wrap Up & Next Steps (The moderator should thank those in attendance and discuss the next steps/timing of submission of the application)

Next Steps

Applicants shall consider the comments received and how the proposed development may be adjusted to respond to this feedback. Applicants will be required to prepare a Community Engagement Report as part of a complete application requirement.

Community Engagement Report Requirements

Following the Neighbourhood Meeting, Applicants are required to prepare a Community Engagement Report to be included with a complete application. A Community Engagement Report shall contain:

1. Description of the Proposal

This section shall include details regarding the application such as the location of the subject property, a current description of the property, the proposed use, and the approvals required.

2. Date and Location of the Meeting

This section shall include details on when and where the meeting was held, an estimation of how many residents attended the meeting, and what technical experts attended the meeting.

3. Summary of Public Comments

This section shall summarize the main themes and comments heard during the Neighbourhood Meeting. This section should also indicate what comments were made repeatedly. This section can be presented in a table.

4. Refinements to Proposal

This section shall explain how the proposal is responding to the comments heard during the Neighbourhood Meeting. This shall include revisions to the proposal, changes to technical studies, and further consultation.

If the Neighbourhood Meeting and Community Engagement Report does not adhere to this Terms of Reference, the formal application will be deemed incomplete.

Additional Considerations

The City of Guelph's Guiding Principles for Community Engagement can be found at the [City of Guelph's Community Engagement webpage](#).

Should there be additional questions regarding the preparation of a Neighbourhood Meeting or a Community Engagement Report, please contact Development Planning at 519-822-1260 extension 5616 or email planning@guelph.ca.