



Committee of Adjustment May 25

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Public Notice Minimum Requirements

- Under the Planning Act, the City can satisfy the requirements of Public Notice one of two ways:
 - Giving notice by personal service or ordinary mail to every land owner within a prescribed distance of the subject lands AND posting of notice on the subject lands clearly visible and legible from the public street; OR,
 - Publishing a notice in a newspaper that sufficiently circulates to the area surrounding the subject lands that would provide reasonable notice of the application.



Current Procedural By-Law

- Requires Staff to prepare pre-paid mail outs
- Requires Staff to prepare a sign for the applicant to post on their property
- By-law section on the location of hearing references mail out and posted sign, but not the possibility of a newspaper notice
- The by-law section on Quorum stipulates Committee be “present” although quorum through electronic meetings is permitted by legislation
- Option to hold hearings in writing has been included following operational review under the Business Continuity Plan. This is being considered in the event of a variety of possible future emergencies



Logistics of COA Mail Outs

- Each application averages approximately 80 letters. Mail outs near larger condo complexes may result in over 1000 letters for an individual application
- On average, Committee hears approximately 10 items per meeting
- Production of 800 mail outs, addressed individually, requires more than a full day of production from a Planning Staff, along with a full day of production from Print Shop Staff
- In lieu of mail outs, Staff are proposing to satisfy the requirements of Public Notice under the *Planning Act* by posting notice in the newspaper. Staff will also have the applicant print supplemental signage (8 ½ x 11) to be located on the subject site, and provide additional notice on the City's website. This strategy allows all Staff to continue to work remotely



Available Notification and Information Prior to Meetings

- Mail outs for Minor Variances are only required to be posted in the mail 10 days prior to the meeting. Staff's current practice is to post 14 days prior to the meeting. Newspapers containing notice will be delivered to doorsteps a minimum of 15 days prior to the meeting
- Additional digital public notice, along with the plans submitted by the applicant, will be posted online when notice is provided. Digital notice will also be provided to Corporate Communication for distribution
- Staff reports will continue to be posted online no later than the Friday prior to the meeting. Staff incorporate comments from residents and agencies into their report where possible. Applicants may also revise their plans based on these comments. Posting reports any earlier may result in recommendations being made without full information
- Unlike DSC or Council, Committee of Adjustment meetings are not live streamed. Upon request, those wishing to participate or those wishing to listen in on the proceedings will be given access to the meeting
- Those wishing to participate or listen in on the meeting will be encouraged to reach out to Committee Staff at least two days prior to the meeting. This will give Staff an opportunity to provide guidance to residents or applicants on logging in, on the technology available during the meeting, and on the procedures of the meeting



Public Participation

- Residents are currently unable to attend “in person”
- Residents can provide comments via email, by phoning into the meeting, by participating in the electronic meeting, or by providing written comments. Written comments can be mailed by post or deposited in the drop box to the right of the Thornhill entrance at the Civic Centre
- Public input, whether written, emailed, provided over the phone, or via digital meeting platforms should always be considered equally by Committee
- As timelines to make decisions on applications have been suspended by the Province, Committee can defer any application if they feel the public was not able to speak or if they feel any due process is an issue
- If Committee does render a decision and a member of the public feels their right to speak has been infringed upon, an appeal can be filed with LPAT.
- Under the current legislation, applications become final and binding 20 days after notice of decision is sent out. Staff will provide an additional 10 days before sending out notice of decisions



Features of the Zoom Platform

- Share screen
 - Staff, applicants, or multiple individuals can share files on screen
 - Permissions can be granted to annotate or draw on any file being shared
 - Staff have access to mapping, imagery, and copies of plans to provide supporting visual content for residents
- Break Out Room
 - If clarification is required between applicants and residents, Staff can moderate a break out room to allow issues to be resolved outside of the meeting
- Phone in Option
 - Those without computers can be provide local phone numbers and meeting password to phone into the meeting
- Raise Hand
 - Platform offers a “raise hand” option to allow those wishing to speak to signify their interest in participating