


TO: GENERAL COMMITTEE


SUBJECT: WARD MEETING SYSTEM AND REVISIONS TO CURRENT METHOD OF HOLDING PUBLIC MEETINGS UNDER THE PLANNING ACT

WARD: ALL

PREPARED BY AND KEY CONTACT: S. NAYLOR, MES, M.C.I.P., R.P.P.
DIRECTOR OF PLANNING SERVICES

SUBMITTED BY: S. NAYLOR, MES, M.C.I.P., R.P.P.
DIRECTOR OF PLANNING SERVICES 

GENERAL MANAGER APPROVAL: B. PARKIN, P. ENG., GENERAL MANAGER OF INFRASTRUCTURE & GROWTH MANAGEMENT (ACTING) 

CHIEF ADMINISTRATIVE OFFICER APPROVAL: C. LADD, CHIEF ADMINISTRATIVE OFFICER 

RECOMMENDED MOTION

1. That the Ward Meeting System, and proposed revisions to the current method of holding Public Meetings under The Planning Act, as outlined in Report PLN029-14, be adopted.
2. That the changes referred to in Section 1 above be implemented for all Applications for Official Plan and/or Zoning By-law Amendment, and all Applications for Draft Plan of Subdivision or Condominium, received on or after September 1, 2014.

PURPOSE & BACKGROUND

Report Overview

3. The purpose of this report is to recommend the adoption of a "Ward Meeting" system, and revisions to the current method in which Public Meetings are conducted for *Planning Act* Applications.
4. It is intended that the recommendations will serve to enhance current consultation methods by increasing transparency, providing more information to the public sooner in the development review process, promote improved liaison between all stakeholders and provide mechanisms in which to encourage resolution of issues prior to a formal decision being made on development proposals.

Background

5. The proposed changes to the current system are twofold, although very much interconnected, and entail the introduction of what is being termed a "Ward Meeting system", together with revisions in the manner in which Public Meetings under *The Planning Act* are conducted. The two changes work together to strengthen the current method in which public consultation regarding Development Applications is conducted.

ANALYSIS

6. Planning staff have determined that there are opportunities to enhance the Planning Review Process through implementation of the present system, and hearing comments expressed from stakeholders.
7. The opportunities for enhancement of the Review Process outlined in this Report are targeted to:
 - strengthen the overall review process;
 - result in improved efficiencies;
 - improve opportunities for resolution of issues through improved communication and liaison between all stakeholders from outset of process;
 - improve processing review timeframes;
 - increase amount of detailed information available to General Committee and the Public in advance of decisions being made;
 - allow Planning File Managers to present reports, and be available to answer questions from the Public and Council at the time that the decision is being considered; and
 - bring about an anticipated higher level of engagement of Public.

Current Public Consultation Process for Planning Applications

8. Currently, Public Meetings are held at the outset of the review process. Upon the receipt of a complete Application, a date for the Public Meeting is established and Notices are prepared and mailed, as well as a sign installed on the property advising of an Application having been made to the City.
9. In the majority of circumstances the Public only receive information via the above noted mechanisms, which provide limited information regarding the development proposal. Based upon this limited amount of information provided directly, the Public is to decide whether they agree or disagree with what is being proposed, and decide whether they wish to attend the Public Meeting to learn more about what is being proposed.
10. There are times when the development proponent holds a "pre-meeting", or provides information to residents who reside in proximity to the proposal, but these efforts are not required and are left to the discretion of the Applicant.
11. The Public Meeting is generally the first opportunity for the Public to hear details of the proposed development, and to ask questions of the Applicant.
12. As a result of Public Meetings being held early in the process, Planning staff have not completed the circulation of the Application, and therefore are not in a position to answer detailed questions respecting the Application from the Public or General Committee during the Meeting.
13. The Report below outlines a revised process for General Committee's consideration that would in staffs' opinion enhance the current system described above.

Ward Meetings

14. One of the enhancements being proposed is referred to as a "Ward Meeting" system. A Ward Meeting is a development proposal specific meeting intended to be held at the outset of the development review process. Some of the key features of Ward Meetings are included below, with more details of these features included in Appendix "A".

15. Ward Meetings are informal meetings held to advise and discuss a specific development proposal with the residents in the general vicinity of the location of the proposal. The purpose of this meeting is to provide information to the residents so that they are informed of what exactly the development proposal entails.
16. These meetings are an opportunity for the residents, Applicant, Ward Councillor and staff to initiate discussions around potential concerns and comments with respect to the development proposal.
17. Ward meetings are viewed as an effective mechanism in which to initiate and promote discussion early in the review process, encourage collaboration and share ideas throughout the process, and to assist in resolving concerns as the process moves forward. They also allow time for discussions and issue resolution prior to the expiration of the review deadlines under *The Planning Act*.
18. Ward Meetings **are not** required or held under *The Planning Act*.
19. Ward Meetings will be held for all Applications for Official Plan and/or Zoning By-law Amendment, and Plans of Subdivision and Condominium, **except** in circumstances where the proposal is regarded as being minor in nature and/or no resident population in close proximity and/or there are no anticipated impacts arising from the proposal. The waiving of the necessity for the holding of a Ward Meeting will be at the discretion of the Director of Planning, in consultation with the Ward Councillor.
20. Because Ward Meetings are held outside of the requirement of *The Planning Act*, the Applicant can refuse to participate. This scenario is anticipated to be a rare, if ever, occurrence given that Ward Meetings are intended to assist the developer in understanding any concerns of the Public. In the event that an Applicant does refuse to participate, the Ward Meeting would still occur due to its value in contributing to the overall process.
21. The circulation area for the giving of Notice of Ward Meetings will be the same as that required for the giving of Notice of Public Meetings held under *The Planning Act*. In certain circumstances where it is deemed necessary to expand the circulation area, the Director of Planning, in consultation with the Ward Councillor, shall determine the limits of the expanded area, keeping in mind the budgetary impact of broadening the circulation area.
22. The number of Ward Meetings would ultimately be determined by the number and nature of the Applications received in a given year. Appendix "B" provides a chart outlining the total number of Applications (Official Plan/Zoning By-law Amendments, Plans of Subdivision/Condominium) in each Ward between 2003 and 2013. This information is intended to provide an indication as to the number of Ward Meetings a Councillor could anticipate in a given year based upon past experience.
23. In summary, the advantages of utilizing a Ward Meeting system includes:
 - more opportunities for all stakeholders to discuss and share information, comments and concerns throughout the process;
 - increased opportunities for finding resolutions to issues throughout the process;
 - higher level of engagement with the public/stakeholders throughout the process.

Public Meetings

24. Currently Public Meetings are held at the soonest possible point following the receipt of a "complete application".

25. The disadvantages of this are seen as being fourfold: residents interested in the proposal do not have ready access to the specific details of the proposal, and therefore don't necessarily have a full understanding of what proposal entails; General Committee don't have access to all applicable relevant information related to the application (i.e. relevant policies; comments/concerns from internal departments/external agencies; etc.) as the Application is presented prior to any substantial processing has taken place; staff do not have an opportunity to present their findings and recommendation regarding the application to the Public and General Committee; and when General Committee considers the Staff Report some months following the Public Meeting members may not recollect all of the concerns expressed during the Public Meeting.
26. As part of this Report's recommendation, it is proposed that a Ward Meeting system be adopted that would cause an initial meeting to occur to review/discuss the development proposal at the outset of the review process with the Public, and allow for communications and discussions of comments and concerns occur amongst all Stakeholders throughout the development review process.
27. By introducing the Ward Meeting at the outset of the process, communication will occur around the development proposal, which allows for the *Planning Act* Public Meeting to be moved later in the process once all of the information (including Public comments) has been received and reviewed and discussed by all Stakeholders.
28. At the Public Meeting General Committee would have the benefit of being provided more detailed information concerning the Application than occurs at present, be updated on the discussions which have occurred and how any concerns may have been addressed, and hear from the Public regarding any outstanding concerns respecting the proposal. General Committee would also have the benefit of hearing a presentation from the Planning Services File Manager as to the recommendation being made regarding the dispensation of the Application.
29. The Public Meeting will not occur any earlier than fourteen days following the holding of the Ward Meeting to ensure that the notes and outcomes/comments from the Ward Meeting can be included in the Staff Report.
30. The Public Meeting would be conducted similar to what occurs currently, with the addition of staffs' presentation of the Planning Report and recommendation inserted between the presentation by the Applicant and questions/comments by the Public.
31. It is anticipated that General Committee would be able to make a recommendation to Council on the development proposal the same evening as the Public Meeting, unless further information is required.
32. The advantages over the present system are that with a Public Meeting held towards the end of the review process:
 - more information related to the proposal is available as circulation to all Departments and Agencies has occurred and their comments are known;
 - General Committee and the Public can be provided with answers to their questions directly by the File Manager who is most knowledgeable about the proposal;
 - General Committee is made aware of Stakeholder discussions which have occurred and an understanding of what (if any) remaining concerns exist amongst the Stakeholders; and
 - potential for shorter Public Meetings if issues have been resolved between the Ward Meeting and Public Meeting.

Feedback Received

33. The proposed Ward Meeting system and revisions to the Public Meeting process system was circulated for comment to a number of local Planning Consultants who together have represented a large number of the Applications processed by the City over the last number of years.
34. Generally speaking, the Consultants tend to be in favour of the proposed changes, but as can be expected, have some questions and concerns. These questions/concerns are outlined below together with staffs' comments.

A) Would benefit larger projects but perhaps not smaller ones.

Staffs' experience is that the size of the project doesn't necessarily dictate the level of concern/interest expressed by the Public. As an example, it has been the case that smaller infill projects can garner more conversation and concern than a relatively large development that is located more remotely from an established residential area.

Staff agree that not every project needs to be vetted through a Ward Meeting, but prefer to make the decision to grant an exemption to the process by the site specific circumstances of a particular development.

The exception could also include initial proposals within the annexation area. Ward Meetings would likely not be necessary initially due to the relatively few residents within the Phase 1 areas.

B) Ward Meetings held after Complete Application is submitted?

A Ward Meeting would be scheduled as soon as possible following the submission of a "complete application".

C) Other non-Planning Staff should attend (i.e. Engineering).

It is agreed that there are times when it would be an asset for other non-Planning staff to attend Ward Meetings. Where these occasions arise other staff would be invited to attend, but it is not recommended herein to recommend that it be mandatory for non-Planning staff to attend all Ward Meetings.

D) Planning staff as Chair is a good idea but need to be careful that Public doesn't perceive them to be advocates of the application.

As noted above, it will be made clear that Planning (and any other City staff) in attendance are present as a resource, and are not prepared to provide an opinion on the development proposal. This is similar to staffs' position at Public Meetings currently.

E) Will a Separate fee be applied?

It is not intended that a separate fee be charged but that the cost be built into the Application fee. City staff are currently reviewing Application Fees. The additional costs of holding Ward Meetings (as described in the Financial Section of this Report) are relatively minor and are not seen as being prohibitive, and the benefits added to the process are believed to merit the cost.

F) Is a formal presentation by the Applicant required?

A presentation would be required of the Applicant sufficient in detail as to adequately describe the proposal. Whatever media the Applicant chooses to use (i.e. PowerPoint;

handouts; boards; etc.) to accomplish this would be appropriate. Staff would also provide a brief presentation as to the existing land use policies and regulations and overview of the City's review process. The main intention of the Meeting is to ensure that the Public have a good understanding of the proposal. Concerns with the present system have included that the Public don't have a clear understanding of what is proposed at the outset – the Ward Meeting system is intended to address this concern.

G) How quickly would meeting be held?

The timing of the Meeting will be based upon the availability of all participants and the availability of a suitable venue. Staff anticipates that this could occur within a few weeks of the receipt of a "complete application" and take relatively the same amount of time to occur as it currently does with scheduling of Public Meetings.

H) Meetings – frequency/designated night or on-demand/two in one night if located in same area?

To remain flexible staff is not proposing that a designated night be identified for the holding of Ward Meetings. Practically speaking it is likely that Tuesday – Thursday evenings would be the primary nights on which they will be held. Ward Meetings will be scheduled on an as-needed basis and it is not anticipated that there would be any nights with two Meetings, and rarely would two Meetings be held in the same week within the same area.

I) Will Councillors always attend?

The system proposed assumes that the Ward Councillor would attend the Ward Meeting, however that will be up to the individual Councillor. The Meeting would be scheduled in consultation with the Ward Councillor to ensure that they would be available to attend.

J) Will Agendas be prepared with specific time lines?

This Report outlines generally what would constitute an agenda, with a maximum two hour time limit suggested. Further details on this item will be discussed at the September Consultant Liaison Committee.

K) Presenting the Planning Report at the Public Meeting is not a good idea.

The Ward Meeting system is based upon providing accurate and early information to the Public. It is also intended to foster a more communicative and transparent process. Any member of the Public who wishes to be kept up to-date with how the review is proceeding will have opportunity to do so. If additional informal meetings are required, staff will be happy to accommodate/facilitate these as best they can. It is not expected that staffs' recommendation will be a surprise when presented at the *Planning Act* Public Meeting. Rather it is hoped that all issues and concerns can be removed or at least reduced by the time that a Public Meeting is held. In that respect, General Committee would understand what the remaining issues are and be better positioned to make their decision, or refer the matter back to staff for further review. In the event that General Committee feel that further consultation should occur or additional information is warranted, the Application can always be referred back to staff.

L) Could increase timeframes.

The reverse is anticipated. As a result of scheduling Public Meetings at the outset, and by providing a more transparent review which encourages more liaisons between the Stakeholders, it is hoped that this system would reduce existing timeframes in most circumstances. This will require all participants to be actively involved and work together.

M) Who would provide notification of Ward Meetings?

City Staff would provide the notification of Ward Meetings in a similar fashion as occurs at present with Public Meetings.

N) More Open dialogue with staff is required earlier in the process.

This has been discussed above. It is intended that the proposed revisions to the current system will cause more engagement between staff, Applicant and the Public to occur throughout the process leading to staffs' recommendation.

O) Meetings would provide a forum for public debate and positions being cemented.

This concern relates to how a Ward Meeting is conducted and the ability of the Chairperson to ensure that there is ample opportunity for questions and discussion. How this can be accomplished will also be discussed at the September Consultant's Liaison Committee.

P) The determination of the need for a Ward Meeting should be done at the time of the Pre-consultation meeting.

It is agreed that the need for a Ward Meeting can be discussed with the Applicant during the Pre-consultation meeting, but with the understanding that Planning staff will make the final determination.

Q) The timing of the Ward Meeting should be mandated in some fashion.

The concern is that the Meeting could be delayed and ends up occurring right before the Public Meeting. As referred to earlier, the intention would be to schedule the Ward Meeting as soon as possible following the receipt of a "complete" application. Given the purpose of this system is to ensure the early communication of the development proposal and provision of time for stakeholder discussion, there is every intention of staff to have the Meeting at the soonest opportunity. As such, establishing a "mandatory" timeframe is thought not to be necessary and could in fact result in less scheduling flexibility.

R) Will the Meeting venue be provided at no cost to the Applicant?

City staff are currently reviewing Application Fees. The additional costs of holding Ward Meetings (as described in the Financial Section of this Report) are relatively minor and are not seen as being prohibitive, and the benefits added to the process are believed to merit the cost.

S) A User Guide for Ward Meetings should be prepared and circulated to residents.

Staff view this suggestion as an excellent idea and will create a Guide for the Public so that Ward Meeting attendees have an understanding of the purpose of the Ward Meeting and know what to/not to expect.

T) Limit the number of Ward Meetings in any given Development Proposal to Two.

It is appreciated that there could be a desire by some Stakeholders involved in a particular proposal to have multiple Ward Meetings. It is staffs' opinion that their usefulness starts being negatively impacted the more Meetings that are held. In most circumstances there would be only one Ward Meeting, in certain situations two might be warranted, but rarely if ever would staff consider three or more to be a productive use of everyone's time and

resources. As indicated earlier in the Report, it would likely be more beneficial if representatives of some of the groups met separately to discuss concerns and seek resolutions rather than during a public forum. Saying that staff would not recommend mandating a maximum number of Meetings as it could be limiting in the event that an additional Meeting does prove to be desirable.

Future Process Enhancements

35. While not being recommended at this point in time, additional enhancements to Planning Services Development Review process which are either being implemented, or being considered, include the introduction of mandatory Pre-Consultation Meetings (currently being implemented as a result of the approval of the 2014 Business Plan); introduction of a Planning Consultant Liaison Committee (initial meeting anticipated for September/2014) and a Building Industry Liaison Committee; improved communication of development files through social media and other communication tools; adoption of more "straight forward" language in Public Notices; improved procedural coordination for File Managers throughout review process; and easier access by the Public to information related to specific Development Applications. These enhancements will assist in the achievement of "Open for Business" initiatives, and some of these will be enabled through ongoing work related to such initiatives as the GIS Strategy, Customer Service Strategy and opportunities for automation of existing systems.
36. It was suggested by a number of the Consultants that the first meeting of the Planning Consultant Liaison Committee in September include the Ward Meeting/Public Meeting system as a topic of discussion. Staff would propose that this discussion concentrate on some of the implementation mechanics of the Ward Meeting noted above (i.e. timing; agenda; etc.) should Council approve of implementing the proposed Ward Meeting system.

ENVIRONMENTAL MATTERS

37. There are no environmental matters directly related to the recommendation.

ALTERNATIVES

38. The following alternatives are available for consideration by General Committee:

Alternative #1

General Committee could maintain the existing system and choose not to adopt the introduction of a Ward Meeting system together with the suggested revisions to the conduction of Public Meeting.

This alternative is not recommended as it is staffs' opinion that the recommendations propose enhancements to the current method that would greatly benefit the Development Review process.

Alternative #2

General Committee could alter the proposed recommendation by approving the proposed revisions to how Public Meetings are conducted, but not approving the proposed Ward Meeting system.

Although this alternative is available, staff would not recommend these as Ward Meetings are a necessary tool to be used in coordination with later Public Meetings as that would ensure communication of development applications at the outset, and promote liaison between stakeholders throughout the review process. Without this mechanism available the earliest opportunity for the Public to become informed of the details of a proposal would be the Public Meeting toward the end of the process which would significantly reduce the opportunity of input prior to a decision being made.

FINANCIAL

39. The costs associated with the recommendations will include approximately one additional mailed circulation of Notice; overtime associated with Planning staffs' attendance at Ward Meeting and Public Meeting; and the cost of the rental of a venue for the holding of the Ward Meeting. These additional costs are described below and considered to be relatively minor. These costs were not included in the 2014 Business Plan.
40. Currently the City mails Notice of a Public Meeting to property owners within 120 metres of a property subject to a development application. If the recommendations of this Report were to be implemented, an additional mailing would be required to provide Notice of the Ward Meeting. Opportunities to utilize other communication opportunities, and/or including Notices for the Ward Meeting and Public Meeting in the same mailing, will continue to be reviewed, but separate, mailed Notices are thought to be the best method to ensure the Public is advised of both Meetings. The cost of a mailing depends on the number of properties within the circulation area. The average number of mailings per Public Meeting within the last year has been 175. The bulk rate mailing cost is estimated to be \$0.85 per mailing. The estimated cost of one additional mailing per application is therefore in the area of \$150.
41. Overtime costs associated with Planning staffs' attendance (estimated to be 2.5 hours/meeting) at these two meetings would be estimated at approximately \$250 - \$300.
42. Based upon a telephone survey, venue rental rates could range from \$50 - \$250 per Meeting depending upon the type of venue used. As was mentioned previously, venues would be selected on the basis of proximity to the lands subject to the development proposal.
43. The estimated financial implications therefore included with the implementation of the recommendations of this Report would be in the area of \$450 - \$700 per application. In the event that more than 1 Ward Meeting is held, or Meetings are longer than 2 hours, the estimated costs above would be higher.
44. The Planning Services Department, with participation from other Departments having commenting responsibilities on Planning Act Applications, are currently reviewing the Application fees charged. The findings of this review will be provided to Council for consideration prior to 2015 Business Plan deliberations. The Report will include the above noted costs.
45. The recommendations are proposed to come into effect and be implemented for all applications noted herein which are received on or after September 1st, 2014. The costs associated for implementation of this new process would be unbudgeted and assumed in the 2014 approved Planning Services budget. Based upon the year to date the number of applications which could

be assumed to be submitted in the last 4 months of 2014 would be 9. For 9 applications the unbudgeted cost attributed to the new process would be approximately \$4,000 - \$6,300.

LINKAGE TO 2010-2014 COUNCIL STRATEGIC PLAN

46. The recommendations included in this Staff Report support the following goals identified in the 2010-2014 City Council Strategic Plan:

Improve and Expand Community Involvement and City Interactions

47. The proposed Ward Meeting system and revisions to the Public Meeting process would assist toward this goal by enhancing the opportunities of Public involvement than the present consultation process, and promoting more transparency and liaison throughout the review period associated with Planning Act Applications.

Attachments: Appendix "A" – Characteristics of Ward Meeting System
Appendix "B" – Number of Applications Received By Ward

APPENDIX "A"

Characteristics of Ward Meeting System

Ward Meetings are informal meetings held to advise and discuss a specific development proposal with the residents in the general vicinity of the location of the proposal. The purpose of this Meeting is to provide information to the Public and other Stakeholders so that all are informed of what exactly the development proposal entails, and an exchange of comments and concerns can occur on that basis.

These Meetings are typically held in a facility as close to the site subject to the development proposal as possible to make it convenient for as many people as possible to attend. It is also an opportunity for the residents, Applicant, Ward Councillor and staff to initiate discussion around any potential concerns and comments with respect to the development proposal. This is the first of what could be a number of meetings (not necessarily Ward Meetings) between the various stakeholders prior to a Staff Report and recommendation being presented to General Committee.

Ward Meetings **are not** required or held under *The Planning Act*. They are though viewed as an effective mechanism in which to initiate and promote discussion early in the review process, encourage collaboration and discussion throughout the process, and to assist in resolving concerns as the process moves forward. They also allow time for discussions and issue resolution prior to the expiration of the review deadlines expressed by *The Planning Act*.

Ward Meetings are intended to be held separately from Town Hall Meetings. Ward Meetings are issue specific and should allow sufficient time to provide an opportunity to review the proposal, answer questions and discuss comments and concerns.

Ward Meetings will be held for all Applications for Official Plan and/or Zoning By-law Amendment, and Plans of Subdivision and Condominium, **except** in circumstances where the proposal is regarded as being minor in nature and there are no anticipated impacts arising from the proposal. The waiving of the necessity for the holding of a Ward Meeting will be at the discretion of the Director of Planning in consultation with the Ward Councillor.

Because Ward Meetings are outside of the requirement of *The Planning Act* the Applicant can refuse to participate. This scenario is anticipated to be a rare, if ever, occurrence, simply because the Ward Meetings are intended to assist the developer in understanding the Public's concerns and comments on a specific proposal and allow an opportunity for revisions (if necessary) to be made prior to a final decision and potential appeal to the Ontario Municipal Board. In the event that an Applicant does refuse to participate, the Ward Meeting would still occur due to its value in contributing to the overall process.

The circulation area for the giving of Notice of Ward Meetings will be the same as that required for the Notice of Public Meetings held under *The Planning Act*. In certain circumstances where it is deemed necessary to expand the circulation area, the Director of Planning, in consultation with the Ward Councillor, shall determine the limits of the expanded area, keeping in mind the budgetary impact of broadening the circulation area.

Typically a minimum of two weeks' notice in advance of the Ward Meeting will be provided to the Public, although in certain circumstances the notice period may be reduced. The notice will include a description of what is proposed and the name of the File Manager. The Meeting will be held, unless no venue is available, in the area in which the proposed development is located so as to encourage resident involvement.

Planning staff will chair the Ward Meeting to ensure consistency in the conduction of the Meetings. The general outline of the conduction of the Meeting would include introductions of the Ward Councillor and various other representatives in attendance; a presentation of the development proposal by the Applicant; and staffs' overview of the planning/review process, outline of key policies and documents to be

considered in review, and any comments which have been expressed up to that time in process. The remainder of the meeting (typically scheduled to last no longer than 2 hours) is the opportunity for the residents to ask questions and the stakeholders present to have open dialogue. At the end of the meeting staff will summarize the process going forward.

It will be specifically noted that no decisions have been made, and that Planning staff are acting as a resource for factual information for the benefit of meeting participants, and are in no way advocating a positive or negative position on the development proposal.

Notes will be taken during the Meeting by the File Manager or support staff, and these will constitute an attachment to the Planning Report presented at the Public Meeting. Email addresses will be encouraged to be provided so that materials made available throughout the process (i.e. notes from the Ward Meeting) can be circulated efficiently and economically.

Depending upon the complexity of the Application, and/or the comments raised during the processing of the Application, additional Ward Meetings may be held. The Director of Planning, in consultation with the Ward Councillor, will determine the need of additional Meetings. The Applicant is encouraged to meet outside of the Ward Meeting process with the Public to engage in further dialogue and potential issue resolution (if necessary).

Note: Similar meetings are required to be held under *The Planning Act* for specific, non-development related matters. These include: Open Houses related to five-year reviews of the Official Plan; Zoning By-law up-dates as a result of these five-year reviews; and to consider a by-law to institute a Development Permit System. It is not intended this Ward Meeting policy apply to such situations, but rather that the appropriate public consultation process will be established for these on an individual basis.

APPENDIX "B"

Number of Applications* Received By Ward

Applications Received (2003-2013)

(Not including Site Plan Applications and Committee of Adjustment Applications)

	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	TOTALS
Ward 1	3	5	2	1	1	7	1	0	0	1	1	22
Ward 2	3	2	5	3	3	4	0	4	2	2	4	32
Ward 3	3	3	6	3	1	1	0	0	2	0	1	20
Ward 4	2	0	0	1	2	0	1	0	0	0	2	8
Ward 5 *	2	6	0	0	1	0	1	0	1	2	3	16
Ward 6	3	6	5	1	3	3	4	3	4	4	6	42
Ward 7	11	5	2	2	5	3	2	6	1	2	2	41
Ward 8 **	2	2	1	7	3	1	0	0	3	2	5	26
Ward 9	6	3	3	5	4	1	1	3	2	4	1	33
Ward 10	8	8	3	2	3	4	2	2	4	0	2	38
TOTALS	43	40	27	25	26	24	12	18	19	17	27	278