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 Planner: B. Debbert/A. Riley

TO:	CHAIR AND MEMBERS PLANNING & ENVIRONMENT COMMITTEE
FROM:	JOHN M. FLEMING MANAGING DIRECTOR, PLANNING AND CITY PLANNER
SUBJECT:	IMPROVEMENTS TO PUBLIC ENGAGEMENT IN THE PLANNING PROCESS MEETING ON JUNE 19, 2017

RECOMMENDATION

That, on the recommendation of the Managing Director, Planning and City Planner, the following actions be taken:

- (a) the following information report regarding “Improvements to Public Engagement in the Planning Process”, including mailed notices written in plain language, improved on-site signs, an improved web presence, and notice to tenants, **BE RECEIVED** for information;
- (b) the proposed improvements to public engagement in the planning process **BE ENDORSED** by Municipal Council on June 26, 2017; and,
- (c) The Civic Administration **BE DIRECTED** to initiate an Official Plan Amendment to address the *Smart Growth for Our Communities Act (Bill 73)* and other matters as they relate to the planning process for public consultation.

IT BEING NOTED that the Civic Administration will report back at a future meeting(s) of the Planning and Environment Committee requesting an endorsement of the remaining “Proposed Improvements to Public Engagement in the Planning Process” as modified based on stakeholder consultations.

IT BEING FURTHER NOTED that City Staff have been working with the sign manufacturer to reduce costs and that the sign budget relative to cost will be monitored.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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March 23, 2015 - Improvements to Public Engagement in the Planning Process – Report to Planning and Environment Committee to propose a series of initiatives and request stakeholder consultation.

August 22, 2016 – Information Report – Changes to the *Planning Act* through the *Smart Growth for Our Communities Act (Bill 73)* – Report to Planning and Environment Committee to provide a summary of the changes to the *Planning Act* including matters related to public consultation.

December 12, 2016 – Improvements to Public Engagement in the Planning Process – Report to Planning and Environment Committee to provide a status update for the project.

PURPOSE AND EFFECT OF RECOMMENDED ACTION

The recommended actions will:

- Enable City staff to implement Phase 2 of the proposed improved public engagement practises which include mailed notices written in plain language, improved on-site signs, an improved web presence, and improved practices for giving notice to tenants.
- Give direction to City staff to initiate an Official Plan amendment to implement relevant requirements and permissions of the *Smart Growth for Our Communities Act (Bill 73)* regarding community consultation and the manner of giving notice for various types of *Planning Act* applications.

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RATIONALE

1. The proposed updates will make public engagement more effective.
2. The improvements will make the planning process more accessible to all Londoners.
3. The proposed updates are easier to understand and complement the plain language of *The London Plan*.
4. The proposed improvements have created a brand across the board for Development and Planning Applications.

BACKGROUND

On March 23, 2015, Planning Services presented a report to the Planning and Environment Committee intended to initiate improvements to public engagement in the planning process.

Key area of focus included:

- Communicating in plain language; and,
- Making public notification more effective, by improving the format, expanding the media options, and exploring ways to reach citizens more directly.

The intended outcome of improving public engagement is to make the planning process more accessible to the general public, thereby inviting *meaningful* participation. When information is easy to understand and widely available, more citizens are enabled to participate in the process.

In the March, 2015 report, Staff identified six issues and recommended a series of eight initiatives to address various components of the public engagement process based on a set of considerations including:

- The City's current standards and practices;
- Best practices of other municipalities;
- Council goals/objectives;
- Comments/concerns raised by the public;
- Impact on staff resources;
- Legislative and policy implications;
- Technology requirements; and,
- Staff ability, technical requirements and training.

The staff recommendations for the eight basic initiatives identified in the report included:

- **Planning Reports** - Creation of a plain language report format for Planning and Environment Committee;
- **120 metre mailing radius** - No "across the board" increase above the 120 metre mailing radius, but the notification radius be expanded at the discretion of the City Planner or Chief Building Official in extraordinary circumstances when the standard 120 metre radius exhibits certain characteristics. It was noted improvements to other methods of notification (on-site signs and web presence) should be considered to increase the effectiveness of notification reaching residents.
- **Notice to Tenants** – No change to expand notification by mail to include tenants, but improve other methods of notification, such as signage, to increase the number of notified tenants. Property owners and landlords be requested to post the notices in prominent locations within the rental buildings to notify tenants of planning applications in proximity to the subject site.
- **Improvements to Signage** – Improve on-site signs to include more information, recommending a phased-in approach for the installation of signs for new applications

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(old signs will not be replaced). A Request for Proposal process be undertaken to determine costs and evaluate the cost/benefits of sign materials, installation methods, etc.

- **Improving Web Presence and Better Co-ordination with CityMap** – create individual web pages for every application requesting an amendment to the Official Plan and/or Zoning By-law, to be regularly maintained and integrated with new CityMap, and integrated with the improved signage through the use of QR codes.
- **Improving Web Presence and Electronic Communication** – Use social media and other electronic engagement for providing information to the public by:
 - Formalizing the use of email to inform interested members of the public of new information and amendments for specific applications;
 - Use of Twitter, Facebook and RSS feeds.
(currently there is no budget allocation for this position)
- **Plain Language for Public Notices** – Use plain language where possible, reduce jargon and regulatory language where possible. Use informative graphics to complement the text, put content in an intuitive order with the most important information first.
- **Community Information Meeting (CIM) protocols** – Incorporate Community Information Meetings (CIM) early in the application processing timeline, such meetings to be operated in accordance with a Council-endorsed CIM protocol.

As work began on these initiatives, it became apparent that **Newspaper Notices** also required consideration and as such, have been added to the list of initiatives to review.

On April 1, 2015, Municipal Council resolved:

That, on the recommendation of the Managing Director, Planning and City Planner, the following actions be taken with respect to potential improvements to public engagement in the planning process:

- a) *the report dated March 23, 2015, from the Managing Director, Planning and City Planner, with respect to potential improvements to public engagement in the planning process, BE RECEIVED;*
- b) *the proposed “Improvements to Public Engagement in the Planning Process” BE CIRCULATED to the London Development Institute, the Urban League, the London Homebuilders Association, London Area Planning Consultants, London area architects, landscape architects and urban designers; and,*
- c) *the Civic Administration BE DIRECTED to report back at a future meeting of the Planning and Environment Committee with respect to the proposed “Improvements to Public Engagement in the Planning Process” as modified based on stakeholder consultations;*

PHASING OF THE PROJECT

In late 2015, Planning Services and Development Services conducted additional internal research and began developing improved products and practices to implement the identified initiatives, while looking for technical solutions where needed and refining cost implications. Corporate partners in this process included Corporate Communications, the City Clerk’s office, Legal Services, the City’s Accessibility for Ontarians with Disabilities (AODA) Specialist, Information Technology Services, and Purchasing. The Urban Design Section and the administrative staff within Planning Services have also become instrumental partners.

Throughout 2016, Staff from Planning Services and Development Services began to group the nine identified initiatives, into interrelated bundles so that they may be implemented as a functional package in phases once they are technically able to be performed. For example, the new “Planning Application” signs and mailed Notices include a friendly URL that relies on newly

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constructed, custom web pages as a source of more detailed information for each application. A key decision was made to develop and use a recognizable “brand” for many of these products, so that the products, whether mailed to the property owner, seen on the street or found on the City’s website, are easily recognized by the public as being associated with Planning applications.

This report addresses the matters shown below as Phase 2 of the project, which are intended to be implemented at this time for Official Plan and Zoning By-law amendments, Plans of Subdivision and Vacant Land Condominiums. New sign and notice formats may also be used for special projects such as area studies and secondary plans.

Phased Introduction of Public Engagement Initiatives

Phase 1

- Improving planning reports to incorporate plain-language and formatting improvements to make them easier to understand

Phase 2 (the subject of this report)

- Improving the possible land use change signs
- Improving the web presence
- Improving public notices to incorporate plain language and formatting improvements
- Notifying tenants

Phase 3

- Consider expanding the existing 120m mailing radius
- Refining the newspaper notification
- Developing protocols for non-statutory Community Information Meetings

Phase 4

- Using Social Media

Phase 1 (Plain Language Reports) will be addressed at an upcoming Planning and Environment Committee meeting as the culmination of a Lean Six Sigma project. Phase 3 is planned for completion in early 2018.

STAKEHOLDER CONSULTATION

Following the March 23, 2015 report to the Planning and Environment Committee, City Staff held or attended the following meetings to consult with the stakeholders as identified in the Council Resolution:

April 4, 2016 – Building and Development Liaison Forum (BDLF)*

An introduction to the full suite of possible improvements as set out in the March 23, 2015 report to the planning and Environment Committee.

* The BDLF is a City-hosted meeting chaired by the George Kotsifas, Managing Director, Development and Compliance Services and Chief Building Official. Its membership includes representatives from the London Society of Architects, the London Home Builders Association, the Land Development Institute, London Consulting Engineers Ontario, London District Construction Association, the London Area Planning Consultants, the Real Estate Association, and relevant City staff, providing a good cross section of the professional organizations Council directed be notified on April 1, 2015.

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November 24, 2016 – Urban League*

Consult with the Urban League, present draft sample concepts and invite feedback for:

- Improved web presence - access to application-specific web pages via a new “Current Planning and Development Applications” web page, using new CityMap, search bar or on-page application listing.
- New signs
- New mailed notices

* The Urban League President, Wes Kinghorn, provided the opportunity to City staff to present this material at its regular monthly meeting. On-line advertising of the event was completed in order to encourage the extended Urban League membership to attend. Approximately 30 – 40 people from across the City attended the meeting.

December 2, 2016 – Building and Development Liaison Forum and Colleagues*

Consult with development community, present draft sample concepts and invite feedback for:

- Improved web presence - access to application-specific web pages via a new “Current Planning and Development Applications” web page, using new CityMap, search bar or on-page application listing.
- New (revised) signs
- New (revised) mailed notices

* An Eventbrite invitation was send to BDLF members, inviting them to forward the invitation to interested colleagues in the development community. Along with several City staff with a stake in the outcome of this project, this session was attended by approximately ten individuals representing a cross section of architects, developers, planning consultants, and engineers.

January 10, 2017 - London Property Management Association

Present overview of project, focusing on the role property owners (landlords and/or their property managers) can play in providing planning application information to their tenants. Staff reviewed the proposal to ask all landlords to post notices in their buildings regardless of the number of units involved. Staff also discussed the new requirements under the *Smart Growth for Our Communities Act (Bill 73)* which requires municipalities to ask the owner of any land that contains seven or more residential units, to post the notice in a location that is visible to all of the residents.

Stakeholder Consultation Summary

Generally, all stakeholders are in agreement that the existing signs and notices require updating, that the new application specific web pages will be a useful new tool, and all seem to be pleased with the direction Staff are taking. There are some concerns about the use of proposed building renderings on the signs, i.e. whether they are necessary or create misleading expectations. The potential cost impacts to developers and the taxpayers was also raised in the focus group discussions.

Appendix 5 following this report includes a summary of the comments received through the stakeholder consultation process, along with Planning staff’s responses/actions taken as a result. The known names and contact information for those who attended or expressed an interest in attending these various meetings is also attached.

SMART GROWTH FOR OUR COMMUNITIES ACT (BILL 73) AND THE OFFICIAL PLAN

The *Smart Growth for Our Communities Act (Bill 73)* received Royal Assent on December 3, 2015. However, most of the changes did not take effect upon Royal Assent, but rather on July 1, 2016 by Royal Proclamation, at which time updated Regulations for the new legislation also came into force and effect.

In response to Province-wide concerns, the new legislation and regulations supported municipalities in their capacity to make planning decisions and implement planning policies, with

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a focus on making the planning system more transparent and accessible to the public.

One of the key areas of focus is improving public engagement and participation in the planning process. This includes new requirements for public consultation, but also new provisions that allow alternate forms of notice and more flexibility in terms of the content of public notices that are provided.

The timing of release of the new law and regulations coincided with City staff’s review of our own notice procedures and policies and provides us the opportunity to consider changes to our Official Plan policies. New policies will meet legislated requirements where necessary, but may also take advantage of the “expanded alternate notice provisions” to tailor our public consultation processes to suit existing or new best practices of the City where they differ from provincial law.

From the review and analysis completed so far, Official Plan amendments might address such matters as:

- Adding a description of the measures and procedures for informing and obtaining the views of the public for consent applications (this is a new requirement under Bill 73);
- Setting out new/modifying existing measures and procedures for informing and obtaining the views of the public for Official Plan and Zoning By-law Amendments, proposed plans of subdivision, and other planning processes, as determined appropriate. It is noted that the 1989 Official Plan and *The London Plan* already set out some alternative procedures but it may be appropriate to review, update and expand those alternatives;
- Differentiating the required manner and extent of notice for applications that affect broad policy matters vs. land, or which affect large geographic areas vs. a specific development site;
- Considering expansion under certain circumstances of the 120 metre mailing radius; and,
- Including specific policies for the holding of Community Information Meetings for certain types or categories of planning applications.

This is not an exhaustive list. Planning Staff are seeking direction from Council to initiate an Official Plan amendment as part of, and to facilitate completion of, Phase 3 of the Community Engagement project.

HIGHLIGHTS OF PROPOSED NEW PRODUCTS
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Planning applications affect people in many different ways. They represent change in our City and in neighbourhoods. It is important that we engage the public in a way that:

- Is clear and understandable to a broad range of participants;
- Reaches as many people as possible who are interested in an application;
- Recognizes that different people access information in different ways;
- Is as early as possible in the process, so that input can help shape the outcome;
- Is as cost effective as possible.

Through the *ReThink London* process Londoners told us that they want more effective planning application engagement techniques. *The London Plan* was written “to balance the requirement for planning-oriented policy language with the goal of minimizing jargon and bureaucratic phrases”. The format of *The London Plan* is to provide a high level of readability and accessibility for the broad community – allowing for a better understanding of planning policies, their intent and rationale.

Consistent with this feedback and considering further stakeholder comments, Staff have developed more effective on-site signs and mailed notices, and new application-specific web pages that are easy to find and provide detailed information about the application. The proposed improvements will allow the public to become more meaningfully involved in planning processes and affect how London develops around them.

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Some of the highlights of the proposed new on-site signs, mailed notices, and web pages include:

- Attention-grabbing marketing qualities to catch the public’s attention;
- Uniform branding across the on-site signs, mailed notices, and web pages, that is unique to planning application functions, to increase the probability of product recognition regardless of the environment in which it is seen;
- Less technical content where possible and more use of plain language;
- Use of illustrations; and
- AODA compliance.

On the following pages are samples of the improved on-site signs, mailed notices (including provision for notice to tenants) and new web pages that will improve the public engagement experience. These highlights also include a summary of their key features, and, where applicable, their cost considerations and immediate implications for applicants.

Appendices 1 to 4 of this report provide more detailed information about these products, including:

- What was recommended in the March 23, 2015 report, how those recommendations were revised and why;
- What components are required by the *Planning Act* or the Official Plan, including new requirements imposed by the *Smart Growth for Our Communities Act (Bill 73)*;
- What are the key features and other details as influenced by the additional research and stakeholder consultation that was undertaken;
- Full copy images of the new products.

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Improved On-site Signs (see Appendix 1 for additional details)

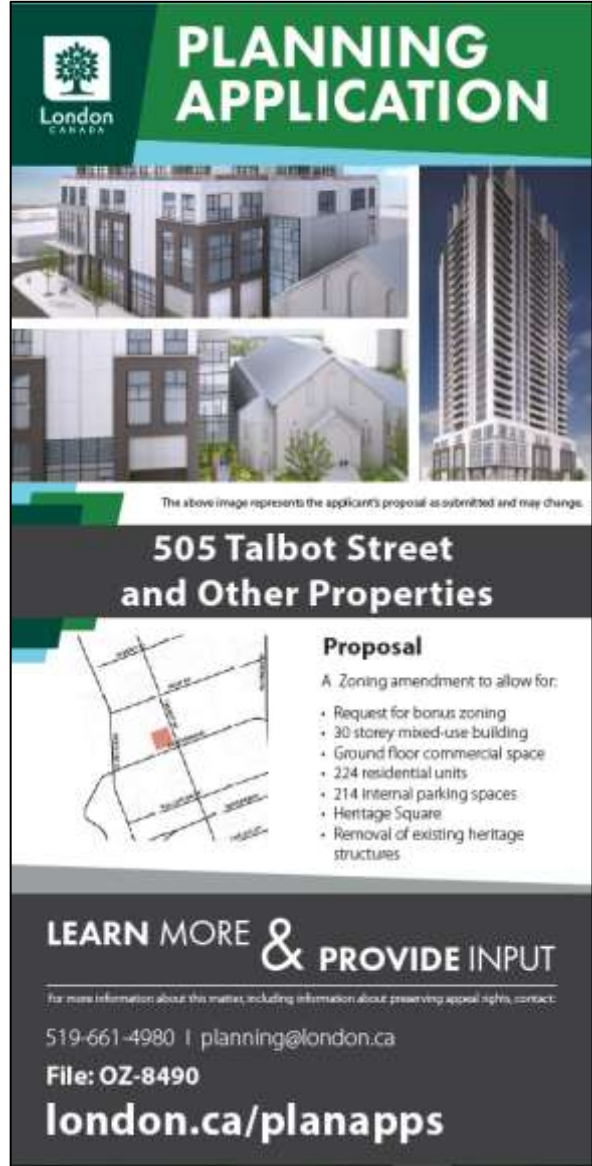
Samples

The following images illustrate the existing “Possible Land Use Change” signs and one version of the proposed “Planning Application” signs which Staff are proposing as replacement signs:

Existing Signs



Proposed New Sign



Key Features of Signs

- Larger signs, tailored to the specific application, providing sufficient information for a member of the public to decide whether they are interested in finding out more information;
- Inclusion of informative graphic elements;
- Friendly URL providing convenient access to detailed, application-specific web pages on the City’s website.

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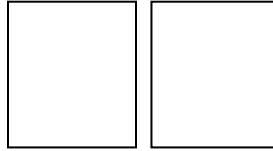
Cost Considerations for Signs

- In February, 2017, City staff posted a Request for Proposals for the Production, Installation and Removal of Planning Application signs. The RFP included details of the established sign artwork and sign sizes, but left the materials and installation methods to the discretion of the proponents provided stated minimum criteria were met.
- Two (2) proponents submitted proposal submissions by the RFP closing date of March 17, 2017.
- Both proposal submissions exceeded the anticipated budget for the new signs. Through the 2016 – 2019 budget process, Council allocated \$25,000 for the new signs in the Planning Services budget. Funds previously used to finance the old signs can also be put toward the cost of the new signs.
- In accordance with the required proposal evaluation process, Signature Graphics was selected as the successful proponent.
- Staff expect to finalize a contract with Signature Graphics within the next few weeks, with a duration of approximately one (1) year.
- During the term of the contract, Staff will monitor actual expenditures and after that period, will revisit the matter of budget constraints.
- It should be noted that Staff training will be required and that additional time will be required for Staff to populate each sign with unique text and graphics specific to the development proposal. This additional Staff cost is not budgeted.

Implications for Applicants for Signs

As part of a complete application, applicants will be required to:

- Submit graphics that meet required City standards for inclusion on the on-site signs;
- Sign a release for the City to use the required graphics.
- Give permission for the installation of the sign on private property, acknowledge possible site disturbance due to sign installation, and opting for property restoration if desired.



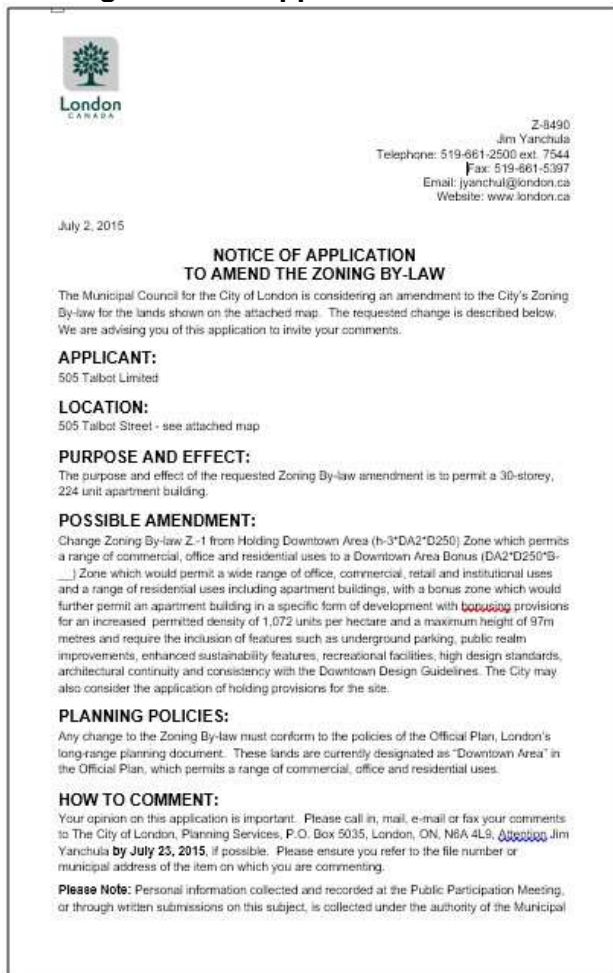
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Improved Notices of Application and Public Meeting (Including Notice to Tenants)(see Appendices 2 and 4 for full details)

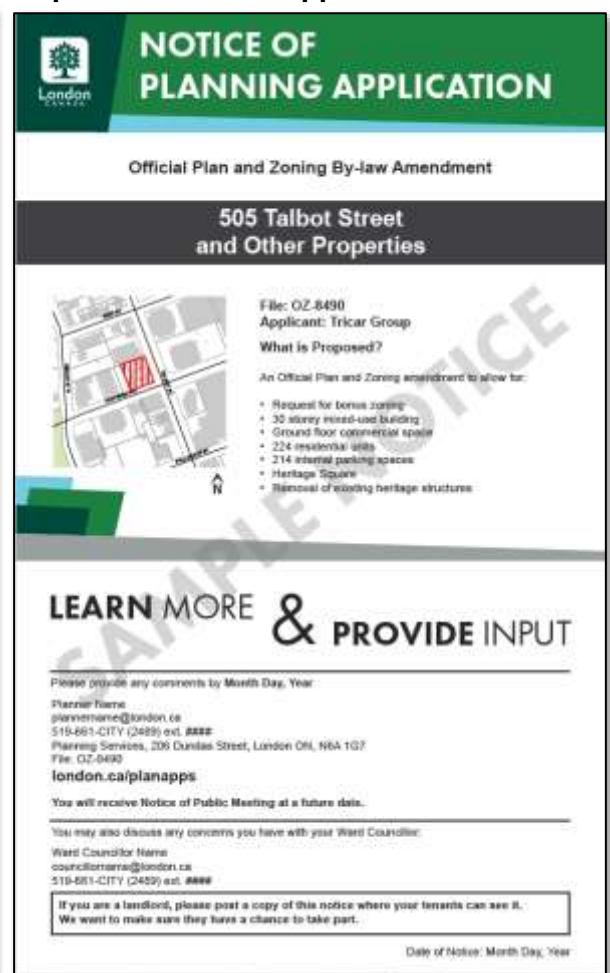
Sample (front pages only – see Appendix 2 for full details)

The following images illustrate the existing “Notice of Application” used for mailing purposes and the proposed “Notice of Application” which Staff are proposing as a replacement to the existing notices:

Existing Notice of Application



Proposed Notice of Application



Key Features of Notices

- Attractive, eye-catching front page organized intuitively containing sufficient information for members of the public to decide whether they are interested in reading other parts of the notice;
- Use of plain language, short bullet points on the front page, and throughout the notice where possible to make the material easier to understand.
- Use of illustrations such as concept plans and building elevations or renderings, as appropriate;
- Friendly URL providing convenient access to detailed, application-specific web pages on the City’s website;
- Technical requirements of the Planning Act clearly labelled and consolidated at the end of the notice to meet legal requirements but declutter the earlier parts of the notice.

Cost Considerations for Notices

- The mailed notices have been developed with eye-catching graphics that help to “brand” the application process and provide increased recognition when a person views various materials such as signs, notices and web pages. Unfortunately colour printing of the notices costs ten times more than greyscale printing. As a result, staff have decided

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mailed notices will be printed in grey-scale; however the other unique branding characteristics of the notices will remain. Notices will be posted in colour on the “Public Meetings and Notices” page, and the new application-specific pages on the City’s website.

- Every effort is to be made to limit the number of pages in the mailed notices to a maximum of three (3) double-sided pages, to avoid postage cost increases for additional weight.

Implications for Applicants for Notices

- There are no new requirements for applicants.

New “Current Planning and Development Applications” web page and Sample of Application-specific Web Pages (See Appendix 3 for additional details)

The proposed new web pages providing access to application-specific information are one of the most significant components of a strategy to make information about planning applications more accessible to the public. Along with the proposed signs and notices, the web pages also incorporate elements of the new branding for planning and development applications. The pages are accessible from a friendly URL which is displayed prominently on the on-site signs and mailed notices previously discussed. Members of the public can also navigate to the page through the Planning and Development section of the site under “Business”.

Existing web presence

Information on planning applications is currently accessed through the City’s online mapping function CityMap, which acts as one of the many disconnected sources of information. All parcels that are subject to applications for requested land use changes are highlighted to notify neighbours of potential changes in their neighbourhoods and to allow for easy identification of parcels to those passersby who may have seen a sign posted on a property but were not able to note the address. However, CityMap only provides partial information related to an application.

A member of the public can access the Notices of Application and Public Meeting by typing a file number in the general City’s search engine, or by going to the “Notices and Public Meetings” web page. Again, however, very little information is available and in the case of a general search of the website, the material may appear in an unorganized and disjointed way.

Key Features of the Recommended Web Pages

Joint efforts between Planning Services, Development Services, Communications, and Information Technology Services have resulted in a recommended system characterized by the following features:

- A revised “Current Planning and Development Applications” page that is accessible by an easy to remember friendly URL, dedicated to providing access to application-specific web pages for new Official Plan and Zoning By-law amendments, plans of subdivision and vacant land condominiums;
- New application-specific web pages that consolidate detailed information and materials related to the application, contact information and links, and links to resource and related materials to help the public understand and navigate the planning process;
- Linked to CityMap;
- AODA compliant; and,
- Mobile friendly.

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New "Current Planning and Development Applications" web page



[Home](#) / [Business](#) / [Planning and Development](#) / [Current Land Use Applications and Studies](#)

Current Planning and Development Applications

Current Applications

Planning Applications Map

Related Content

- ▶ [Official Plan](#)
- ▶ [Zoning By-law](#)
- ▶ [Public Meetings and Notices](#)

How Do I...

- ▶ [Participate in the Planning Process?](#)

Other Projects and Applications

- ▶ [Planning Studies](#)
- ▶ [Secondary Plans](#)
- ▶ [Notices for Consent to Sever, Minor Variances, Public Site Plan and Heritage](#)
- ▶ [Existing and Ongoing Heritage Conservation Districts](#)

Contact Us

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 E-mail: developmentalservices@london.ca

Planning Services
 Phone: 519-661-4880
 Fax: 519-661-5397
 E-mail: planning@london.ca

Search for ongoing site-specific applications under the Planning Act for draft plans of subdivision, Official Plan and Zoning By-law amendments, and some draft plans of condominium, that are privately or publicly initiated.

Use our current applications search engine to search for an application by file number, street address or key word. You can also find a property by using the planning applications map or the links below.

****Note: Applications below are sorted by date last modified.**

4680 Wellington Road South ▶

June 10, 2017 | Size: 34KB

A Zoning amendment to allow for: ... Report to Planning and Environment Committee - August 24, 2015 ... For more information, file status or to provide comments please contact the planner for ...

<https://authoring.london.ca/business/Planning-Development/land-use-applications/Pages/4680-Wellington-Road-South.aspx>

240 Waterloo Street ▶

June 10, 2017 | Size: 34KB

A Zoning amendment to allow for: ... Report to Planning and Environment Committee - August 24, 2015 ... For more information, file status or to provide comments please contact the planner for ...

<https://authoring.london.ca/business/Planning-Development/land-use-applications/Pages/240-Waterloo-Street.aspx>

505 Talbot Street and Other Properties ▶

June 10, 2017 | Size: 35KB

A Zoning amendment to allow for: ... Report to Planning and Environment Committee - August 24, 2015 ... For more information, file status or to provide comments please contact the planner for ...

<https://authoring.london.ca/business/Planning-Development/land-use-applications/Pages/505-Talbot-Street-and-Other-Properties.aspx>

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Sample Application-specific Web Page



[Home](#) / [Business](#) / [Planning and Development](#) / [Current Land Use Applications and Studies](#)

505 Talbot Street and Other Properties

Type of Application: Zoning By-law Amendment
File Number: Z-8490
Applicant: Tricar Group
Date Received: Tuesday, May 19, 2015



What is proposed?

- A Zoning amendment to allow for:
 - Request for bonus zoning
 - 30 storey mixed-use building
 - Ground floor commercial space
 - 224 residential units
 - 214 internal parking spaces
 - Heritage Square
 - Removal of existing heritage structures

Notices of Application and Meetings

- [Notice of Application](#)
- [Notice of Community Information Meeting](#)
- [Notice of Public Meeting](#)

Applicant's Background Reports and Drawings

- [Application](#)
- [Planning Justification Report](#)
- [Urban Design Brief](#)
- [Site Concept](#)
- [Heritage Impact Study](#)
- [Transportation Impact Assessment](#)
- [Sanitary Servicing Capacity Study](#)
- [Storm Water Design Brief](#)
- [Water Servicing Brief](#)
- [Wind Study](#)

Staff Planning Reports

[Report to Planning and Environment Committee - August 24, 2015](#)

Council Decision

[Council Resolution](#)

For more information, file status or to provide comments please contact the planner for the file - see Contact Us

Related Content

- [Official Plan](#)
- [Zoning By-law](#)
- [Common Zoning Terms](#)
- [Your Legal Rights](#)
- [Public Meetings and Notices](#)
- [Ontario Municipal Board](#)

How Do I...

- [Find the Planning Applications Map?](#)
- [Participate in the Planning Process?](#)
- [View Council and Committee Meetings?](#)
- [Contact a Councillor?](#)
- [Find a Community Association?](#)

Contact Us

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Cost Considerations for the Web Pages

- The recommended change will entail an increase in the amount of staff time required to populate the application-specific web pages when the file is opened, and add new information as the application proceeds to ensure the web pages remain “live”.
- The success of this initiative is heavily dependent on dedicating resources to maintain the web pages in real time.
- No additional staff resources have been allocated to these tasks at this time. Staff time requirements to maintain the web pages will be monitored over time and a business case will be submitted, if any additional resources are required.
- To maximize efficiency, Information Technology Services has built a template for the application-specific web pages that includes standard field headings (application type, file number, applicant, and date received) and links to other related pages (How Do I and Related Content) so that each page does not have to be created from scratch each time a new application is opened. This approach has the added benefit of ensuring a degree of consistency from page to page.

Implications for Applicants

As part of a complete application, applicants will be required to:

- submit graphics that meet required City standards for inclusion on the web pages;
- sign a release for the City to use the required graphics.

WHAT'S NEXT?

Implementation and roll-out of Phase 2

The implementation stage of Phase 2 generally entails the following:

- Finalize contract with Signature Graphics for sign production and installation;
- Modifications and creation of new internal tools and procedures to be used by Staff to implement the new products;
- Modifications to application forms and complete application requirements to ensure applicants submit all of the required materials and information to implement the new products;
- Formally advise the development community and potential applicants of new requirements; and,
- Staff orientation and training.

The expected roll-out will be approximately the end of July with the first application we receive after initiating the required internal systems and training.

Begin Work on Phase 3

Phase 3 includes the following components:

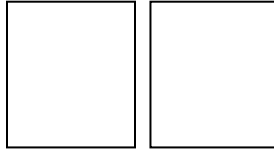
- Consider expanding the existing 120m mailing radius;
- Refining the newspaper notification;
- Developing protocols for non-statutory Community Information Meetings; and,
- An Official Plan amendment to implement the relevant parts of the *Smart Growth for Our Communities Act (Bill 73)* and public consultation initiatives, as required.

The anticipated completion of Phase 3 in the early part of 2018.

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 Planner: B. Debbert/A. Riley

PREPARED BY:	REVIEWED BY:
BARB DEBBERT SENIOR PLANNER, CURRENT PLANNING	MICHAEL TOMAZINCIC, MCIP, RPP MANAGER, CURRENT PLANNING
ALANNA RILEY, MCIP, RPP SENIOR PLANNER, DEVELOPMENT SERVICES	TERRY GRAWAY, MCIP, RPP MANAGER, DEVELOPMENT SERVICES & PLANNING LIAISON
RECOMMENDED BY:	
JOHN M. FLEMING, MCIP, RPP MANAGING DIRECTOR, PLANNING AND CITY PLANNER	



APPENDIX 1 – IMPROVEMENTS TO ON-SITE SIGNS

2015 Planning Recommendations for On-Site Signs

The 2015 report recommended the following:

“Using elements of the best practices from other cities, new branding, new technologies, and AODA requirements, it is recommended that the proposed new signage be implemented for new planning applications. It is not recommended that signage related to existing applications be retroactively changed to reflect new standards.

The elements to be included in the proposed new signage include:

- *Durable material such as corrugated plastic (coroplast) or lightweight metal (alupanel) to provide resiliency to weather and vandalism*
- *Large size (2.7m x 1.83m) to facilitate highly visible signs and adequate space for information*
- *Coloured images and fonts that are compliant with AODA requirements to capture attention, provide development details, and promote the City’s brand*
- *Plain language text which succinctly informs readers about the development proposal and provides, names, phone numbers and email addresses where additional information can be obtained*
- *Use of QR codes which will direct users to a web page containing additional information about the proposal which is used in conjunction with the new CityMap*

It is recommended that Staff initiate a Request for Proposals (“RFP”) process to determine the cost of incorporating the above features into new signage, the cost/benefits of using plastic or aluminum signs, and the cost of hardware/installation, for each of the different sign materials.

It is recommended that the outcome of the above RFP process be incorporated into future budgets and annual reviews of application fees.”

Departures from the 2015 recommendations are as follows:

- The 2015 recommendation stated a preference for a large sign size of 2.7m x1.83m (8’ x 4’). Additional research and design exercises resulted in three sign sizes suited to the nature of the application (new construction vs land use change only) and for subdivisions, the size of property
- The original recommendation included the potential use of QR codes and a friendly URL. Research and consultation indicated that generally QR codes are less universally used than web addresses. In order to make the best use of the space on the signs, only the web address is provided.

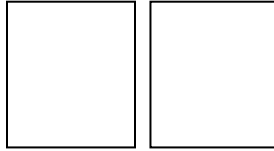
Planning Act and/or Official Plan Requirements for the Content of On-site Signs

Both the 1989 Official Plan and *The London Plan* use *Planning Act* provisions that permit “*alternative measures for informing and obtaining the views of the public in respect of*” Official Plan amendments, Zoning By-law amendment, plans of subdivision and plans of condominium.

The alternative measures contained in the 1989 Official Plan require notice to be given by mail and/or newspaper notification, but not by posting signs. Therefore at the current time the posting of signs is a discretionary activity that has been a City practice since approximately 1993.

The alternative measures contained in *The London Plan* require that notice be given by posting signs in addition to other methods, such as mailed or emailed notices and newspaper notice. These measures indicate that signs will provide brief details of the application and where more information can be obtained (this section of the Plan is under appeal).

Despite the alternative measures contained in the City’s Official Plans, staff considered the intent of the *Planning Act* when determining the recommended content for the new on-site signs. If the *Planning Act* applied, it would require the signs to include:



**File: 15 PRO p
Planner: B. Debbert/A. Riley**

- The date, time and location of the public meeting (not required for subdivisions or condominiums);
- An explanation of the purpose and effect of the proposed amendment, or a description of the proposed plan of subdivision;
- Where more information is available;
- How to obtain a copy of the notice; and,
- The statement *“for more information about this matter, including information about preserving your appeal rights, contact (address, email address, website or other location or means by which information may be obtained from the municipality...)”*(NEW – added by Bill 73).

The recommended signs include all of the content that would be required by the *Planning Act* if the City did not utilize the *Planning Act* provisions for alternative measures, with the exception of the date, time and location of the public meeting. The City’s application process does not lend itself to including this information on the signs, since they are posted well in advance of a public meeting date being determined. However, this information is readily available by other means. For example, it is common practice for City staff to add the names of people who have seen a sign and contacted the City, to the mailing list for that application so that they will receive any future notices, including the Public Meeting Notice. Public Meeting Notices will also be posted on the new, application-specific web pages.

Key Features and Details of Recommended On-site Signs

In many ways, the recommended on-site signs provide more information than is required by *The London Plan* or the *Planning Act* if it applied. These features expand on and improve the public’s ability to understand the proposal and be included in the public consultation process.

- Larger signs, tailored to the specific application, providing sufficient information for a member of the public to decide whether they are interested in finding out more information;
- most important information in larger fonts and prominent locations on the sign, allowing people in vehicles to gather “at a glance” information, and pedestrians to read more detail;
- Branding through graphic elements and “Planning Application” to create an identity for planning application activities;
- Address and location map pinpointing the location and extent of the affected property;
- Friendly URL providing convenient access to detailed, application-specific web pages on the City’s website.
- Inclusion of informative graphic elements, including maps, building renderings, subdivision or condominium plans as appropriate. A statement below development-related images indicating “the above image represents the applicant’s proposal as submitted and may change”;
- Brief description of the proposal;
- File number for reference purposes;
- Contact information for either Planning Services or Development Services to reduce misdirected calls or emails;
- Three sign sizes suited to the nature of the application (new construction vs land use change only) and for subdivisions, the size of property;
- If an application is amended after the sign is installed, decals will be added to the signs indicating the application has changed and where to find updated information.

The following images illustrate the three (3) different sizes and formats of the recommended new “Planning Application” signs.

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File: 15 PRO p
Planner: B. Debbert/A. Riley

4'x6' Sign – Typically used for Official Plan or Zoning By-law Amendment applications where no new development is proposed, or for Plans of Subdivision or Vacant Land Condominiums on small properties.

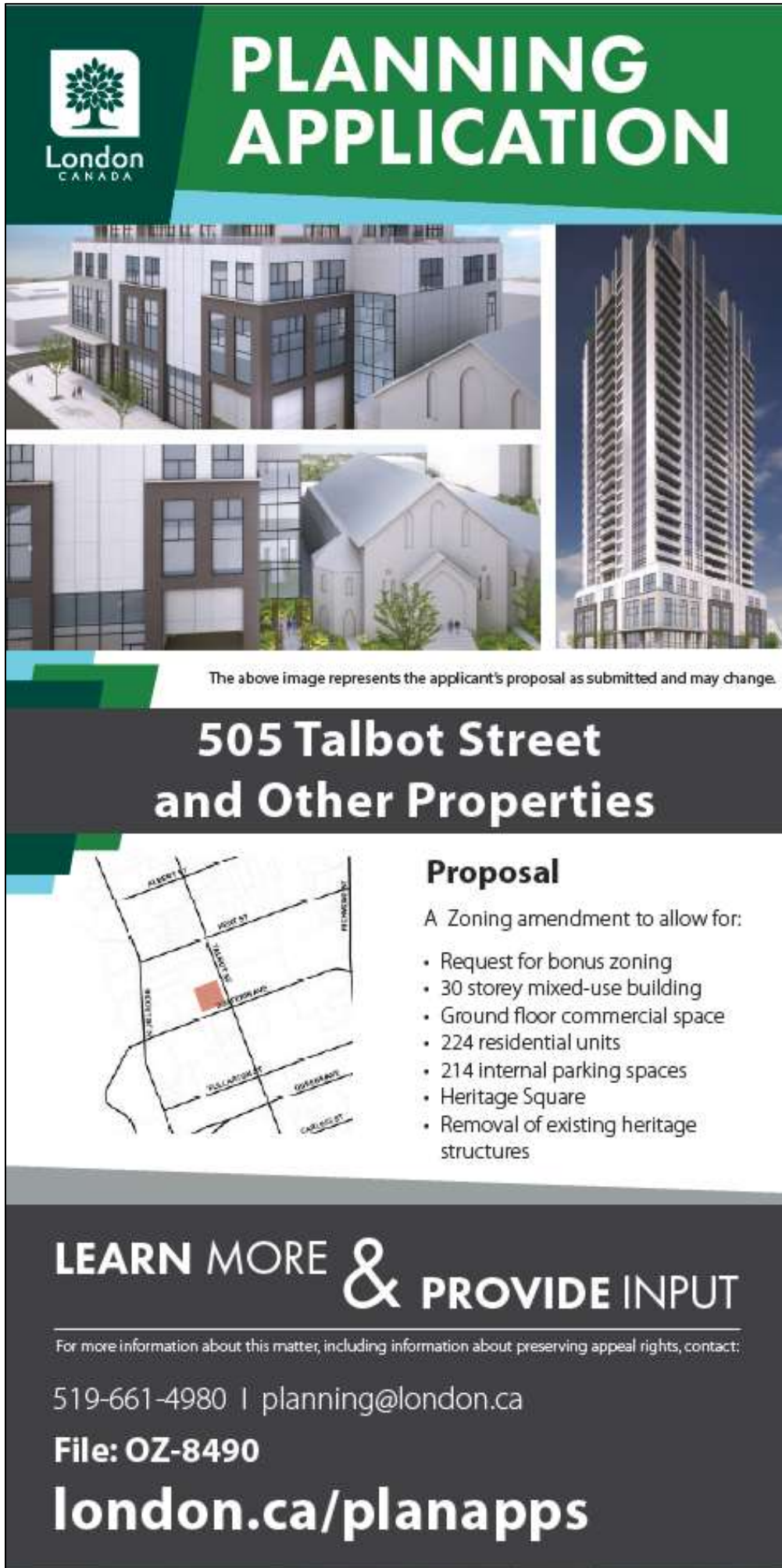


The sign features the City of London logo (a tree) and the text "London CANADA" in the top left. The main title "PLANNING APPLICATION" is in large white letters on a green background. Below this, the address "607 Wellington Road" is displayed in white on a dark grey background. A map shows the location at the intersection of Wellington Rd and Wilkins St, with a red highlight on the property at 607 Wellington Rd. To the right of the map, the word "Proposal" is followed by a list of permitted uses: "Offices, medical/dental offices, clinics, laboratories, retail stores, and liquor, beer and wine stores in addition to existing permitted uses." The bottom section of the sign is dark grey and contains the text "LEARN MORE & PROVIDE INPUT" in white, followed by contact information: "519-661-4980 | planning@london.ca", the file number "File: Z-8681", and the website "london.ca/planapps" in large white letters.

Two empty rectangular boxes for agenda item and page numbers.


File: 15 PRO p
Planner: B. Debbert/A. Riley

4' x 8' Sign – Typically used for Official Plan and Zoning By-law amendment applications where new development is proposed.




London CANADA

PLANNING APPLICATION



The above image represents the applicant's proposal as submitted and may change.

505 Talbot Street and Other Properties



Proposal

A Zoning amendment to allow for:

- Request for bonus zoning
- 30 storey mixed-use building
- Ground floor commercial space
- 224 residential units
- 214 internal parking spaces
- Heritage Square
- Removal of existing heritage structures

LEARN MORE & PROVIDE INPUT

For more information about this matter, including information about preserving appeal rights, contact:

519-661-4980 | planning@london.ca

File: **OZ-8490**

london.ca/planapps

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File: 15 PRO p
Planner: B. Debbert/A. Riley

8' x 8' Sign – Typically used for Draft Plans of Subdivision on large properties, or for secondary plans or area studies.



PLANNING APPLICATION

3493 Colonel Talbot Road



The above image represents the applicant's proposal as submitted and may change.

Proposal

A Draft Plan of Subdivision with related Official Plan and Zoning amendments to allow for:

- 202 single detached dwellings lots
- 2 medium density residential blocks
- 1 mixed use block
- 1 institutional block
- 5 walkway blocks
- 1 future development block
- 2 park blocks
- 2 open space blocks
- 1 stormwater management block
- Extension of Isaac Drive
- 5 new local public streets

LEARN MORE & PROVIDE INPUT

For more information about this matter, including information about preserving appeal rights, contact:

519-930-3500
developmentservices@london.ca

File: 39T-14504/OZ-8417

london.ca/planapps

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APPENDIX 2 – IMPROVEMENTS TO MAILED NOTICES

2015 Planning Recommendations for Mailed Notices

The 2015 report recommended the following:

“Notices sent to the public should be checked against a “Plain Language” checklist, such as that used by Staff in the City of Ottawa (see Appendix 11). This would encourage notice authors to compare the content of the notice against a template to assess the terms and languages used therein and therefore make them more accessible to the average recipient. Using common words instead of jargon, breaking text into shorter sentences and paragraphs, and minimizing technical terms and regulatory language should be top of mind when authoring a notice.

It is also recommended that illustrations be inserted into all notices, with a conceptual site plan comprising the minimum requirement, and building elevations where available. The use of graphics to complement the text would have immediate impacts in the quality of the public notification.

It is recommended that the Notice templates be reorganized to ensure the information is presented in a way that is intuitive to the reader and clearly expresses the information that needs to be conveyed.

It is also recommended that the legislative requirements prescribed by the Planning Act be included at the end of the public notice thereby allowing the City to produce a plain-language notice, complete with illustrations, while striving to meet the prescribed provincial requirements. The rationale behind this is to decouple the technical jargon prescribed by the province from the plain-language notice written by the City. Interlacing the two may reduce the effectiveness of the plain-language notice.

Lastly, it is recommended that Staff include a statement on all mailed materials that indicates that other formats and accommodations will be made upon request, to the best of our ability to accommodate special needs requests and conform to AODA standards.”

Planning Act and Official Plan Requirements for the Content of Notices

A challenge Staff faced in creating plain language public notices was the type and amount of information that the *Planning Act* and the Official Plan require to be included in the notices. The new proposed notices have been redesigned as much as possible with a new layout to provide simplified, key messages up front, and clear and helpful headings and paragraphs that convey both the desired, and the required, messages to notice recipients, to make the planning process more accessible to more readers.

The information that the *Planning Act* requires to be included in Public Notices is summarized as follows:

- The date, time and location of the public meeting or open house (not required for subdivisions or condominiums)
- An explanation of the purpose and effect of the proposal;
- A description of the subject land or a key map showing the subject land (slightly modified by Bill 73);
- Where and when additional information and material about the proposal will be available to the public for inspection.
- Specific statements about eligibility for a person or public body to appeal the decision to the Ontario Municipal Board, or to be added as a party to an Ontario Municipal Board hearing. (slightly modified by Bill 73);
- A specific statement about how to be notified of the decision.
- A statement respecting whether the land is subject to other applications under the Planning Act;

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**File: 15 PRO p
Planner: B. Debbert/A. Riley**

- If applicable, a request that the notice be posted by the owner of any land that contains seven or more residential units in a location that is visible to all of the residents (NEW – added by Bill 73); and,

For Zoning By-laws, the *Planning Act* also requires Council to “ensure that sufficient information and material is made available to enable the public to understand generally the proposal that is being considered by the council...” In order to ensure that the public is able to generally understand the zoning proposal, the City’s current practice is to state the current zoning and the potential new zoning if approved by Council. The proposed new application-specific web pages will also be a useful tool to give the public convenient access to supplementary information about the application.

The 1989 Official Plan and *The London Plan* require statements to be included in the Notices of Application and Public Meeting Notices regarding the preparation of an Environmental Impact Study, and regarding residential infill, where applicable.

All of the Provincial and City requirements are included in the revised notices.

Key Features and Details of Recommended Notices

Front Page

- Attractive, eye-catching front page that is organized intuitively and contain sufficient information for member of the public to decide whether they are interested in reading other parts of the notice;
- Clear title differentiating whether the notice is a “Notice of Planning Application”, or a “Public Meeting Notice”;
- Address of the property in large print near the top of the page;
- Location Map moved to the front page, showing the location and extent of the affected property;
- Use of plain language, short bullet points to make the notice quick and easy to read;
- Use of commonly understood description of the proposal, for example, using number of residential units instead of stating a density, and number of storeys instead of stating the height in metres;
- In the Notice of Application, a clear invitation to “Learn More & Provide Input”, followed by clearly laid out contact information for the Planner handling the file;
- In the Notice of Application, a statement “You will receive a Public Meeting Notice at a future date”;
- In the Public Meeting Notice, a clear invitation to attend the meeting, setting out the date, time and location of the meeting in a simple and uncluttered way;
- Ward Councillor’s contact information;
- Friendly URL providing convenient access to detailed, application-specific web pages on the City’s website; and,
- Request for landlords to post a copy of the notice where their tenants can see it, to fulfill new requirements under the *Smart Growth for Our Communities Act (Bill 73)* and staff’s 2015 recommendations regarding notice to tenants.

Inside the Notice

- A statement about how to obtain alternative accessible formats of the notice from the City including a link to the Accessibility office;
- More detailed information about the application and the planning process, including “Application Details”, “How Can You Participate in the Planning Process?”, and “Your Legal Rights”;
- Content clearly labelled and presented in bullet points or short paragraphs, using plain language wherever possible;

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File: 15 PRO p
Planner: B. Debbert/A. Riley

- Listed comparison between existing zoning and the proposed zoning, to make it easier to understand what is proposed to change, and what is not proposed to change;
- Use of illustrations such as concept plans and building elevations or renderings, as appropriate and clearly labelled to provide context;
- Technical requirements of the Planning Act clearly labelled and consolidated at the end of the notice to meet legal requirements but declutter the earlier parts of the notice.
- Provision of links to useful web pages providing such information as:
 - The Zoning By-law and a page explaining Commonly Used Zoning Terms (new page currently being developed), to help explain content where jargon cannot be avoided;
 - More detail on participating in the public planning process;
 - The email address for making a written request for Notice of Decision from the City Clerk; and,
 - Access to the Ontario Municipal Board website.

These can be accessed directly if the user is viewing the notice on-line, or by typing the hyperlinked content into the search engine if the user is viewing a hard copy of the notice.

The following images illustrate typical Notice of Application and Public Meeting Notice for an Official Plan and Zoning By-law amendment. Notices for plans of subdivision and vacant land condominiums will follow a similar format.

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File: 15 PRO p
Planner: B. Debbert/A. Riley



NOTICE OF PLANNING APPLICATION

Official Plan and Zoning By-law Amendment

505 Talbot Street and Other Properties



File: OZ-8490
Applicant: Tricar Group

What is Proposed?

An Official Plan and Zoning amendment to allow for:

- Request for bonus zoning
- 30 storey mixed-use building
- Ground floor commercial space
- 224 residential units
- 214 internal parking spaces
- Heritage Square
- Removal of existing heritage structures

LEARN MORE & PROVIDE INPUT

Please provide any comments by Month Day, Year

Planner Name
plannername@london.ca
519-661-CITY (2489) ext. ####
Planning Services, 206 Dundas Street, London ON, N6A 1G7
File: OZ-8490

london.ca/planapps

You will receive Notice of Public Meeting at a future date.

You may also discuss any concerns you have with your Ward Councillor:

Ward Councillor Name
councillorname@london.ca
519-661-CITY (2489) ext. ####

If you are a landlord, please post a copy of this notice where your tenants can see it.
We want to make sure they have a chance to take part.

Date of Notice: Month Day, Year

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File: 15 PRO p
Planner: B. Debbert/A. Riley

Accessibility – Alternative accessible formats or communication supports are available upon request. Please contact accessibility@london.ca or 519-661-CITY(2489) extension 2425 for more information.

Application Details

Proposed Amendment to the Official Plan

To change the designation of the property from XXX to XXX to permit...

(If there is a change include standard description of the Place Type (to be provided))

Proposed Zoning By-law Amendment

To change the zoning from a Holding Downtown Area Zone to a new Downtown Area Bonus Zone. Changes to the currently permitted land uses and development regulations are summarized below. The definitions for commonly used zoning terms, and the complete Zoning By-law are available at london.ca/planapps.

Current Zoning

Zone: h-3·DA2·D250

Permitted Uses: A broad range of office, commercial, retail and institutional uses, and a range of residential uses including apartment buildings

Special Provision: n/a

Density: 250 units per hectare

Height: 90 metres

Bonus Zone: n/a

Holding Provision: h-3 for wind study

Requested Zoning

Zone: DA2·D250·B-()

Permitted Uses: No change requested

Special Provision: n/a

Density: 1072 units per hectare (total 224 residential units)

Height: 97 metres (30 storeys)

Bonus Zone: Increased height and density (as noted above) provided the development includes features such as underground parking, public realm improvements, enhanced sustainability features, recreational facilities, high design standards, architectural continuity and consistency with the Downtown Design Guidelines

Holding Provision: remove the h-3 provision

The City may also consider the application of new holding provisions to the site.

An Environmental Impact Study has been prepared to assist in the evaluation of this application. *(delete if not applicable)*

The property is also the subject of an application for (include the type and file number of any other separate applications for a Minister's Zoning Order, a consent or a minor variance. *(delete this paragraph if not applicable)*

How Can You Participate in the Planning Process?

You have received this Notice because someone has applied to change the Official Plan designation and the zoning of land located within 120 metres of a property you own, or your landlord has posted the notice of application in your building. The City reviews and makes decisions on such planning applications in accordance with the requirements of the *Planning Act*. The ways you can participate in the City's planning review and decision making process are summarized below. For more detailed

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File: 15 PRO p
Planner: B. Debbert/A. Riley

information about the public process, go to the [Participating in the Public Planning Process](#) page at [london.ca](#).

See More Information - You can review the completed application and additional information and material about this application by:

- visiting Planning Services at 206 Dundas Street, Monday to Friday between 8:30am and 4:30pm;
- contacting the City’s Planner listed on the first page of this Notice; or
- visiting [london.ca/planapps](#).

Reply to this Notice of Application - We are inviting your comments on the requested changes at this time so that we can consider them as we review the application and prepare a report that will include Planning staff’s recommendation to the City’s Planning and Environment Committee. Planning considerations usually include such matters as land use, development intensity, and form of development.

(delete this paragraph if not residential intensification) This request represents residential intensification as defined in the policies of the Official Plan. Under these policies, Planning staff and the Planning and Environment Committee will also consider detailed site plan matters such as fencing, landscaping, lighting, driveway locations, building scale and design, and the location of the proposed building on the site. We would like to hear your comments on these matters.

Attend a Community Information Meeting – *(choose applicable paragraph, or delete this paragraph if no CIM is planned)* On _____ (insert date), _____ (insert name of host) will be hosting a community information meeting to present their proposal and obtain input from interested members of the public. Details of the meeting are enclosed with this package. This meeting is being held on a date in advance of the Future Public Participation Meeting described below. The Community Information Meeting is not the public meeting required by the *Planning Act* and attendance at this meeting does not create a right to appeal the decision of Council to the Ontario Municipal Board.

OR

A community information meeting will be held in your neighbourhood to present this proposal and obtain input from interested members of the public. The date has not been decided yet, but will be in advance of the Future Public Meeting described below. You will receive a separate notice inviting you to this meeting. The Community Information Meeting is not the public meeting required by the *Planning Act* and attendance at this meeting does not create a right to appeal the decision of Council to the Ontario Municipal Board.

Attend a Future Public Participation Meeting – The Planning and Environment Committee will consider the requested Official Plan and zoning changes on a date that has not yet been scheduled. The City will send you another notice inviting you to attend this meeting, which is required by the *Planning Act*. You will also be invited to provide your comments at this public participation meeting. The Planning and Environment Committee will make a recommendation to Council, which will make its decision at a future Council meeting.

What Are Your Legal Rights?

Notification of Council Decision - If you wish to be notified of the decision of the City of London on the proposed official plan amendment and/or zoning by-law amendment, you must make a written request to the City Clerk, 300 Dufferin Ave., P.O. Box 5035,

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File: 15 PRO p
Planner: B. Debbert/A. Riley

London, ON, N6A 4L9, or at docservices@london.ca. You will also be notified if you speak to the Planning and Environment Committee at the public meeting about this application and leave your name and address with the Secretary of the Committee.

Right to Appeal to the Ontario Municipal Board – If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of London before the proposed official plan amendment is adopted, the person or public body is not entitled to appeal the decision of the Council of the City of London to the Ontario Municipal Board. If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of London before the by-law is passed, the person or public body is not entitled to appeal the decision of the Council of the City of London to the Ontario Municipal Board.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of London before the proposed official plan amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to add the person or public body as a party. If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of London before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

Notice of Collection of Personal Information - Personal information collected and recorded at the Public Participation Meeting, or through written submissions on this subject, is collected under the authority of the *Municipal Act, 2001*, as amended, and the *Planning Act, 1990 R.S.O. 1990, c.P.13* and will be used by Members of Council and City of London staff in their consideration of this matters. The written submissions, including names and contact information and the associated reports arising from the public participating process, will be made available to the public, including publishing on the City’s website. Video recordings of the Public Participation Meeting may also be posted to the City of London’s website. Questions about this collection should be referred to Cathy Saunders, City Clerk, 519-661-CITY(2489) ext. 4937.

(add additional pages with graphics such as Draft Plan of Subdivision, Draft Plan of Condominium, Site Concept, Renderings, etc. Ensure they are labelled, including the “view from” where applicable, are programmed with ALT TEXT, and include the following statement at the end of each additional page:

The above image represents the applicant’s proposal as submitted and may change.

NOTICE TO BE A MAXIMUM OF 6 PAGES

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File: 15 PRO p
Planner: B. Debbert/A. Riley

Building Renderings



View at Dufferin Ave. and Talbot St.



Heritage Square looking southwest



Heritage Square looking west

The above images represents the applicant's proposal as submitted and may change.

Two empty rectangular boxes for agenda item and page numbers.

File: 15 PRO p
Planner: B. Debbert/A. Riley



PUBLIC MEETING NOTICE

Official Plan and Zoning By-law Amendment

505 Talbot Street and Other Properties



File: OZ-8490
Applicant: Tricar Group

What is Proposed?

An Official Plan and Zoning amendment to allow for:

- Request for bonus zoning
- 30 storey mixed-use building
- Ground floor commercial space
- 224 residential units
- 214 internal parking spaces
- Heritage Square
- Removal of existing heritage structures

YOU ARE INVITED!

Further to the Notice of Application you received on Month Day, Year, you are invited to a public meeting of Council to be held:

Meeting Date and Time: Day of the Week, Month, Day, Year, no earlier than Time p.m.

Meeting Location: City Hall, 300 Dufferin Avenue, 3rd Floor

For more information contact:

Planner Name
plannername@london.ca
519-661-CITY (2489) ext. ####
Planning Services, 206 Dundas Street,
London ON, N6A 1G7
File: OZ-8490

Ward Councillor Name
councillorname@london.ca
519-661-CITY (2489) ext. ####

london.ca/planapps

If you are a landlord, please post a copy of this notice where your tenants can see it. We want to make sure they have a chance to take part.

Date of Notice: Month Day, Year

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Accessibility – Alternative accessible formats or communication supports are available upon request. Please contact accessibility@london.ca or 519-661-CITY(2489) extension 2425 for more information.

Application Details

Proposed Amendment to the Official Plan

To change the designation of the property from XXX to XXX to permit...

(If there is a change include standard description of the Place Type (to be provided))

Proposed Zoning By-law Amendment

To change the zoning from a Holding Downtown Area Zone to a new Downtown Area Bonus Zone. Changes to the currently permitted land uses and development regulations are summarized below. The definitions for commonly used zoning terms, and the complete Zoning By-law are available at london.ca/planapps.

Current Zoning

Zone: h-3·DA2·D250

Permitted Uses: A broad range of office, commercial, retail and institutional uses, and a range of residential uses including apartment buildings

Special Provision: n/a

Density: 250 units per hectare

Height: 90 metres

Bonus Zone: n/a

Holding Provision: h-3 for wind study

Requested Zoning

Zone: DA2·D250·B-()

Permitted Uses: No change requested

Special Provision: n/a

Density: 1072 units per hectare

Height: 97 metres

Bonus Zone: Increased height and density (as noted above) provided the development includes features such as underground parking, public realm improvements, enhanced sustainability features, recreational facilities, high design standards, architectural continuity and consistency with the Downtown Design Guidelines

Holding Provision: remove the h-3 provision

The City may also consider the application of new holding provisions to the site.

An Environmental Impact Study has been prepared to assist in the evaluation of this application. *(delete if not applicable).*

The property is also the subject of an application for (include the type and file number of any other separate applications for a Minister's Zoning Order, a consent or a minor variance. *(delete this paragraph if not applicable)*

How Can You Participate in the Planning Process?

You have received this Public Meeting Notice because someone has applied to change the Official Plan designation and the zoning of land located within 120 metres of a property you own, your landlord has posted the notice of public meeting in your building, or you have requested the City to send you any further public notices about this application. The City reviews and makes decisions on such planning applications in accordance with the requirements of the *Planning Act*. If you previously provided written or verbal comments about this application, we have considered them as part of our

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File: 15 PRO p
Planner: B. Debbert/A. Riley

review of the application and preparation of the planning report and recommendation to the City's Planning and Environment Committee. The additional ways you can participate in the public planning process are summarized below. For more detailed information about the public process, go to the [Participating in the Public Planning Process](#) page at london.ca.

See More Information - You can review the completed application and additional information and material about this application by:

- visiting Planning Services at 206 Dundas Street, Monday to Friday between 8:30am and 4:30pm
- contacting the City's Planner listed on the first page of this Notice, or
- visiting london.ca/planapps.

Attend This Public Participation Meeting – The Planning and Environment Committee will consider the requested Official Plan and zoning changes at this meeting, which is required by the *Planning Act*. You will be invited to provide your comments at this meeting. A neighbourhood or community association may exist in your area. If it reflects your views on this application, you may wish to select a representative of the association to speak on your behalf at the public participation meeting. The Planning and Environment Committee will make a recommendation to Council, which will make its decision at a future Council meeting.

Planning considerations usually include such matters as land use, development intensity, and form of development.

(delete this paragraph if not residential intensification) This request represents residential intensification as defined in the policies of the Official Plan. Under these policies, Planning staff and the Planning and Environment Committee will also consider detailed site plan matters such as fencing, landscaping, lighting, driveway locations, building scale and design, and the location of the proposed building on the site. We would like to hear your comments on these matters.

What Are Your Legal Rights?

Notification of Council Decision - If you wish to be notified of the decision of the City of London on the proposed official plan amendment and/or zoning by-law amendment, you must make a written request to the City Clerk, 300 Dufferin Ave., P.O. Box 5035, London, ON, N6A 4L9, or at docservices@london.ca. You will also be notified if you speak to the Planning and Environment Committee at the public meeting about this application and leave your name and address with the Secretary of the Committee.

Right to Appeal to the Ontario Municipal Board – If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of London before the proposed official plan amendment is adopted, the person or public body is not entitled to appeal the decision of the Council of the City of London to the Ontario Municipal Board. If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of London before the by-law is passed, the person or public body is not entitled to appeal the decision of the Council of the City of London to the Ontario Municipal Board.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of London before the proposed official plan amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to add the person or public body as a party. If a person or public body does not make oral submissions at a public meeting or make written submissions

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Planner: B. Debbert/A. Riley

to the City of London before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

Notice of Collection of Personal Information - Personal information collected and recorded at the Public Participation Meeting, or through written submissions on this subject, is collected under the authority of the *Municipal Act*, 2001, as amended, and the *Planning Act*, 1990 R.S.O. 1990, c.P.13 and will be used by Members of Council and City of London staff in their consideration of this matters. The written submissions, including names and contact information and the associated reports arising from the public participating process, will be made available to the public, including publishing on the City's website. Video recordings of the Public Participation Meeting may also be posted to the City of London's website. Questions about this collection should be referred to Cathy Saunders, City Clerk, 519-661-CITY(2489) ext. 4937.

(add additional pages with graphics such as Draft Plan of Subdivision, Draft Plan of Condominium, Site Concept, Renderings, etc. Ensure they are labelled, including the "view from" where applicable, programmed with ALT TEXT, and include the following statement at the end of each additional page:

The above image represents the applicant's proposal as submitted and may change.

NOTICE TO BE A MAXIMUM OF 6 PAGES

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Building Renderings



View at Dufferin Ave. and Talbot St.



Heritage Square looking southwest



Heritage Square looking west

The above images represent the applicant's proposal as submitted and may change.

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APPENDIX 3 – IMPROVEMENTS TO WEBSITE

2015 Planning Recommendation for Improved Web Presence

The 2015 report recommended the following:

“It is recommended that the City’s web presence and internal process be improved by creating individual web pages for every application providing a single point of information and allowing for increased transparency and efficiency.

Uploading all of the reports and studies submitted with Plans of Subdivisions, Vacant Land Condominiums, Official Plan and/or Zoning By-law amendment applications to the individual web page enables the public to consider the possible change in land use and reflect on the development proposal for a given site comprehensively since all the information will be easily accessible. Individual web pages for each application will facilitate a single consolidated source of information where interested stakeholders can keep up-to-date on reports and studies and dates of public meetings.

Improving the City’s web presence will also facilitate a seamless network of communication by integrating the City’s website with the proposed improvements to signage and the revamped CityMap.”

Planning Act and/or Official Plan Requirements for a Web Presence

- The Planning Act does not require a web presence as part of the legal notification requirements for Planning Act applications;
- *The London Plan* requires the publication of Notices of Application and Public Meeting Notices on the City of London website, as one component of a multi-faceted consultation process (this section of the Plan is under appeal). Publication of the notices on the application-specific web pages as well as on the existing “Public Meetings and Notices” web page fulfills this requirement.

Key Features and Details of the Recommended Web Pages

General

- Mobile friendly;
- It is important to note that this proposed website is AODA compliant. The text will be clear with high contrast for those with limited sight. The text is organized in orderly lists for screen readers. The document also functions without the mouse, by tabbing through elements for those with motor impairment issues around mouse use. AODA compliance is necessary for any web page devoted to development and planning applications for the purposes of promoting public engagement.

Revised “Current Planning and Development Applications” page (formerly “Current Development Applications”)

- A revised “Current Planning and Development Applications” page that is accessible by an easy to remember friendly URL, dedicated to providing access to application-specific web pages for new Official Plan and Zoning By-law amendments, plans of subdivision and vacant land condominiums;
- The flexibility to search for applications by file number, address, or key word;
- Links to other related web pages to find information on other applications and projects of interest, such as Planning Studies and Secondary Plans, Notices for Consents, Minor Variances, Public Site Plans and Heritage applications, and existing and ongoing Heritage Conservation Districts;
- Access to information via CityMap – where an application-specific page for a mapped site exists, clicking on the property on the map will take the user directly to the application-specific page, bypassing the sometimes less relevant information that would be found by performing a search of the general website.

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Planner: B. Debbert/A. Riley

Application-specific Web Pages

- Application-specific web pages can be accessed via a CityMap link, dedicated search engine, or list of open applications, providing a “one-stop shopping” experience;
- Detailed information about the application including:
 - Address;
 - Type of application;
 - File number;
 - Applicant;
 - Date received;
 - A plain language summary of the application;
 - An image of the proposal (if applicable);
 - Links to Notices of Application, Public Meeting Notices and Notices for Community Information Meetings (if applicable);
 - Links to the completed application form and background reports submitted with the application (for the protection of sensitive information, Subject Land Status reports, Environmental Impact Studies and Archaeological reports may be listed but not linked);
 - Links to Staff reports;
 - Links to Council Decisions; and,
 - Information about any appeals to the Ontario Municipal Board.
- Links to resource and related materials to help the public understand and navigate the planning process, including links to the Ontario Municipal Board website and the Urban League.
- New supporting pages to be built including “Commonly Used Zoning Terms” to assist the public in understanding necessary technical terms, and “Your Legal Rights”;
- Links to the relevant Planning area and to the assigned Planner’s email address; and,
- Links to the City Council web page.


The following images are screen shots of the various components of the recommended new web presence.

Two empty rectangular boxes for agenda item and page numbers.

File: 15 PRO p
Planner: B. Debbert/A. Riley


The Public can navigate to the “Current Planning and Development Applications” page through the Planning and Development section of the site under “Business”. The link on this page includes the unique brand for Planning and Development applications.

Residents Business City Hall Online Services About London Maps




Home / Business / Planning and Development / Current Land Use Applications and Studies

Current Land Use Applications and Studies




Current Land Use & Development Studies »

Our Building & Planning Information System is an interactive tool that can be used to lookup information on development applications...




Current Planning and Development Applications »

Use our interactive tool to search for current Planning and Development Applications.



Online Property Inquiries »

Our Building & Planning Information System is an interactive tool that can be used to lookup information on development applications...



Meetings & Notices

Public Meetings and Notices »

This on-line resource has been designed to allow you to easily identify upcoming meetings and notices relating to Planning and Development...

Related Content

- » [Official Plan](#)
- » [Zoning](#)
- » [Ontario Municipal Board](#)
- » [Reference Documents and Maps](#)

How Do I...

- » [Participate in the planning process?](#)
- » [Find upcoming meetings?](#)

Contact Us

Development Services
Phone: 519-930-3500
Fax: 519-661-3501
E-mail: developmentsservices@london.ca

Planning Services
Phone: 519-661-4980
Fax: 519-661-5397
E-mail: planning@london.ca

Click

Two empty rectangular boxes for agenda item and page numbers.

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Planner: B. Debbert/A. Riley

The “Current Planning and Development Applications” page shown below is also accessible by using the friendly URL found on the on-site signs and mailed notices.



[Home](#) / [Business](#) / [Planning and Development](#) / [Current Land Use Applications and Studies](#)

Current Planning and Development Applications

Current Applications

Planning Applications Map

Search Map

Search for ongoing site-specific applications under the Planning Act for draft plans of subdivision, Official Plan and Zoning By-law amendments, and some draft plans of condominium, that are privately or publicly initiated.

Use our current applications search engine to search for an application by file number, street address or key word. You can also find a property by using the planning applications map or the links below.

****Note: Applications below are sorted by date last modified.**

4680 Wellington Road South »
 June 10, 2017 | Size: 34KB
 A Zoning amendment to allow for: ... Report to Planning and Environment Committee - August 24, 2015 ... For more information, file status or to provide comments please contact the planner for ...
<https://authoring.london.ca/business/Planning-Development/land-use-applications/Pages/4680-Wellington-Road-South.aspx>

240 Waterloo Street »
 June 10, 2017 | Size: 34KB
 A Zoning amendment to allow for: ... Report to Planning and Environment Committee - August 24, 2015 ... For more information, file status or to provide comments please contact the planner for ...
<https://authoring.london.ca/business/Planning-Development/land-use-applications/Pages/240-Waterloo-Street.aspx>

305 Talbot Street and Other Properties »
 June 10, 2017 | Size: 36KB
 A Zoning amendment to allow for: ... Report to Planning and Environment Committee - August 24, 2015 ... For more information, file status or to provide comments please contact the planner for ...
<https://authoring.london.ca/business/Planning-Development/land-use-applications/Pages/305-Talbot-Street-and-Other-Properties.aspx>

Didn't find what you were looking for?
 Get [Search Tips](#)

Related Content

- ▶ [Official Plan](#)
- ▶ [Zoning By-law](#)
- ▶ [Public Meetings and Notices](#)

How Do I...

- ▶ [Participate in the Planning Process?](#)

Other Projects and Applications

- ▶ [Planning Studies](#)
- ▶ [Secondary Plans](#)
- ▶ [Notices for Consent to Sever, Minor Variances, Public Site Plan and Heritage](#)
- ▶ [Existing and Ongoing Heritage Conservation Districts](#)

Contact Us

Development Services
 Phone: 519-930-3500
 Fax: 519-930-3501
 E-mail: developmentalservices@london.ca

Planning Services
 Phone: 519-661-4880
 Fax: 519-661-5397
 E-mail: planning@london.ca

Search by File Number, Address or Keyword

Go to Application-specific Web Page

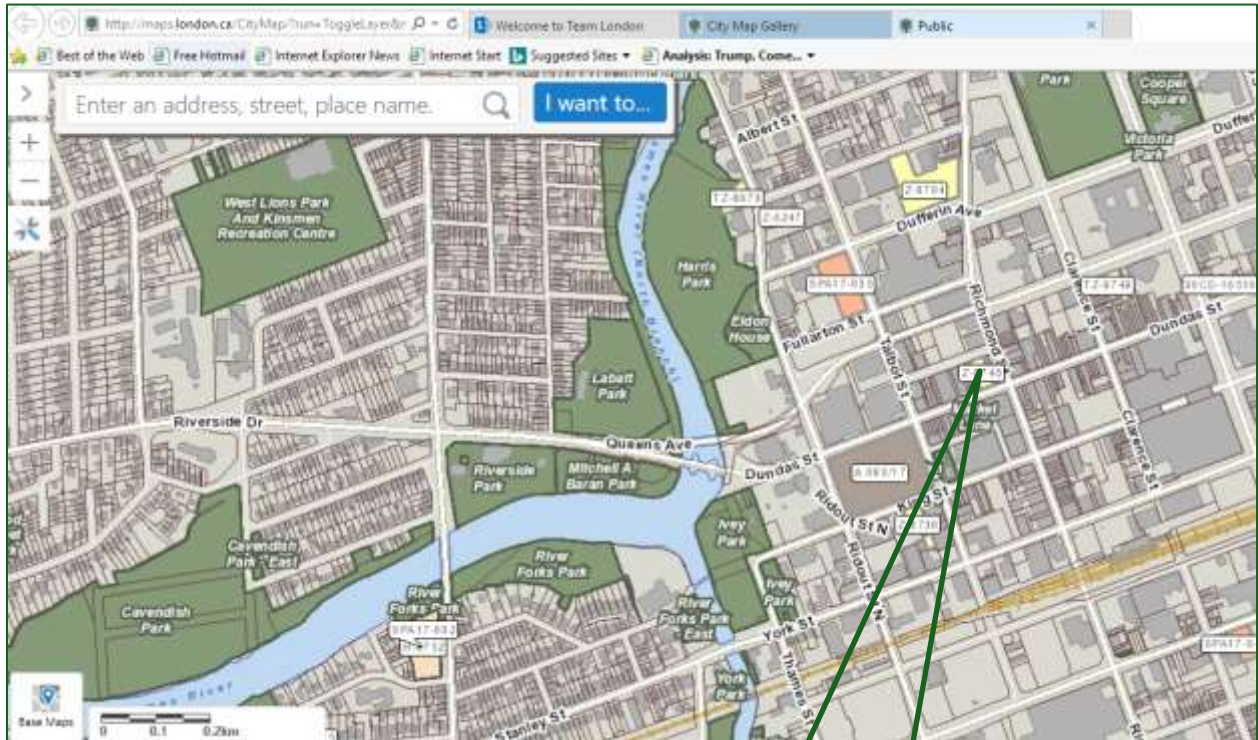
Find Properties with Planning Applications

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File: 15 PRO p
Planner: B. Debbert/A. Riley

By clicking on the “Search Map” icon on the “Current Planning and Development Applications” page, the public can access CityMap (Planning Application Sites version) and select an active site to find more information.

CityMap



Choose a Property with a Planning Application

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File: 15 PRO p
 Planner: B. Debbert/A. Riley

Sites can also be searched using the dedicated search engine or a visual scan of the listed applications. Searching active application sites for Official Plan and Zoning By-law amendments, plans of subdivision and vacant land plans of condominium will lead to an application-specific page dedicated to the subject application.



[Home](#) / [Business](#) / [Planning and Development](#) / [Current Land Use Applications and Studies](#)

505 Talbot Street and Other Properties

Type of Application: Zoning By-law Amendment
File Number: Z-8490
Applicant: Tricar Group
Date Received: Tuesday, May 19, 2015



What is proposed?

- A Zoning amendment to allow for:
- Request for bonus zoning
 - 30 storey mixed-use building
 - Ground floor commercial space
 - 224 residential units
 - 314 internal parking spaces
 - Heritage Square
 - Removal of existing heritage structures

Notices of Application and Meetings

- [Notice of Application](#)
- [Notice of Community Information Meeting](#)
- [Notice of Public Meeting](#)

Applicant's Background Reports and Drawings

- [Application](#)
- [Planning Justification Report](#)
- [Urban Design Brief](#)
- [Site Concept](#)
- [Heritage Impact Study](#)
- [Transportation Impact Assessment](#)
- [Sanitary Servicing Capacity Study](#)
- [Storm Water Design Brief](#)
- [Water Servicing Brief](#)
- [Wind Study](#)

Staff Planning Reports

- [Report to Planning and Environment Committee - August 24, 2015](#)

Council Decision

- [Council Resolution](#)

For more information, file status or to provide comments please contact the planner for the file - see Contact Us

Related Content

- [Official Plan](#)
- [Zoning By-law](#)
- [Common Zoning Terms](#)
- [Your Legal Rights](#)
- [Public Meetings and Notices](#)
- [Ontario Municipal Board](#)

How Do I...

- [Find the Planning Applications Map?](#)
- [Participate in the Planning Process?](#)
- [View Council and Committee Meetings?](#)
- [Contact a Councillor?](#)
- [Find a Community Association?](#)

Contact Us

Planning Services
 Phone: 519-661-4980
 Fax: 519-661-5397
 E-mail: planning@london.ca

Barb Debbert
 Phone: 519-661-2489 Ext-5345
 E-mail: bdebbert@london.ca

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APPENDIX 4 – TENANT NOTIFICATION

2015 Planning Recommendations of Tenant Notification

The 2015 report recommended the following:

“It is recommended that the existing Planning Act and Official Plan requirements which stipulate that “...every owner of land within 120 metres of the area to which the proposal applies [receive notification]...” [emphasis added] continue to apply as the standard. This is largely due to the lack of reliable data for tenant occupancy, thereby increasing the potential for appeals to the Ontario Municipal Board due to lack of notification, should the standards be changed to require tenant notification.

While it is recommended that the mail notification not be expanded to include tenants, improvements to other methods of notification, such as signage, should be considered to increase the number of notified residents.

Given the cost implications and concern regarding the effectiveness of “Occupant” letters, it is recommended that tenant notification continue to be the responsibility of the property owner or landlords. Tenants of affected buildings may contact the City or access the website for any additional information.

It is also recommended that property owners and landlords be requested to post the notices in prominent locations within the rental buildings to notify tenants of the potential for a land use change in proximity to the subject site.”

Planning Act requirements for Notice to Tenants

The *Smart Growth for Our Communities Act (Bill 73)* was, in part, a response to Province-wide concerns about the accessibility of the planning process, and includes new legislation and regulations to support municipalities in their capacity to make planning decisions and implement planning policies, with a focus on making the planning system more transparent and accessible to the public.

After extensive review, the province included new requirements for tenant notification, specifically that the required notices include *“if applicable, a request that the notice be posted by the owner of any and that contains seven or more residential units in a location that is visible to all of the residents”*.

In keeping with the original recommendation of City staff in 2015, the recommended new Notices of Application and Public Meeting Notices include a request that landlords (for any number of units) post a copy of the notice where their tenants can see it.

As such, the City will be meeting and exceeding provincial requirements for tenant notifications. Staff anticipate that the larger, more detailed on-site signs will contribute to tenant awareness of applications in their neighbourhood.

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APPENDIX 5 – STAKEHOLDER CONSULTATION
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Builders and Developers Liaison Forum		
Project Component	Comment Provided	Planning Response/Action
Signs	What will happen to sign content if the proposal changes?	A sticker will be applied to the sign indicating the application has been amended and directing interested people to see the application-specific information on the website
	Concerned about the cost of signs, noting the existing signs are a lot less expensive.	Additional costs will be incurred to produce and install larger signs that are more easily seen and can include more information, specific to the application. The City has worked with the accepted sign contractor to reduce costs by a variety of means. The existing smaller signs are less expensive but do not achieve the desired function of providing an appropriate amount of information to the general public.
	Possible solution to sign cost is to allow the applicant's to erect their own signs.	The City will run this program for approximately 1 year and after that may re-evaluate the process and responsibility for sign installation at that time. In the early stage of using the new signs, it is beneficial to retain control over such matters as quality, content and installation methods and have an opportunity to work out any issues that are identified. At some future point, the City may consider transferring sign installation responsibilities to the applicants, within set parameters.
	Suggested using generic images on the signs to allow re-use	The use of generic signs does not fulfill the goal of providing application-specific information on each sign so the public has more information to decide whether to participate in the process or not. This is not a recommended option.
	Suggested using a standard sign template with stickers overtop to provide the site-specific information	This option has been explored with Signature Graphics and is one of the cost-cutting measures the City is considering.
	The applicant should have the option of whether to provide images to place on the signs, or not.	It is an important public consultation component for the proposal image to be included on the sign, where applicable. Development renderings or site plan images will not be required for applications such as land use changes within existing buildings. City staff will be determining the need for images to be placed on the signs.
	Including graphics or renderings that may never be achieved can be misleading.	A disclaimer is included indicating the "above image represents the applicant's proposal as submitted and may change.", limiting potential complaints about misleading information. City staff have been including building renderings in the mailed notices for a number of years.
	New Header "Planning Application" believing the general public will not understand it. Prefer more specific headers such as "Change to City (Official) Plan, Proposed Rezoning, etc.	The Header is intended to catch attention and is also deliberately branded the same for all signs to promote a recognition factor. In addition, custom descriptions in the header negate the possibility to have standard, reuseable signs which can then be customised with a sticker over the central portion. Customized sign headers are not recommended.

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Builders and Developers Liaison Forum		
Project Component	Comment Provided	Planning Response/Action
Signs (con'd)	There is too much information on the signs, so that people in vehicles will not have time to read and absorb it.	The signs were carefully designed with a variety of fonts and with a visual flow that draws the eye to the most important information first (ie. that there is an application, the address/location, and where they can get more information (friendly URL). It is intended that pedestrians can read the entire sign, and that vehicles can either stop (safely) to get more information, or visit the website at a more convenient time.
Mailed Notices	They should provide direction to the public of what matters are appropriate to comment on.	Members of the public may comment on any aspect of an application they wish. It is up to the private and public professional planners and other experts to evaluate those comments and determine whether they are pertinent to the application under consideration. Despite this, the notices have been crafted to indicate that planning consideration usually include such matters as land use, development intensity, and form of development. The proposed Zoning By-law Amendment described inside the notice provides a simpler tool for people to compare current vs. requested zoning, which can help them identify what is proposed to change, and what is proposed to remain the same.
	The Plain language format of the front page is useful	No response/action required.
Web Pages	No comments	
Other comments	Is the Londoner the best newspaper to use to convey information?	With more sophisticated tools to convey information about new applications, the Londoner may become a tool to point people to other sources of information. Consideration will be given to newspaper notice in Phase 3 of the project.

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Urban League		
Project Component	Comment Provided	Planning Action/Response
Signs	Were QR Codes considered?	QR codes were considered, however they are less universally used than typing in a friendly and recognizable URL. In order to make best use of the space on the signs, only a friendly URL is provided, in addition to phone and email contact information for Development or Planning Services.
	What happens if a proposal changes?	A sticker will be applied to the sign indicating the application has been amended and directing interested people to see the new application-specific information on the website
	The disclaimer about the image should be larger	When viewed at scale by a pedestrian, the disclaimer is sufficient in size. Someone in a passing vehicle will not be able to read it no matter what size it is. No action recommended.
	The applicant should have the option of whether to have images of the development on the sign	It is an important public consultation component for the proposal image to be included on the sign, where applicable. Development renderings or site plan images will not be required for applications such as land use changes within existing buildings. City staff will be determining the need for images to be placed on the signs.
	Requested new sticker be added to the sign to indicate when the public meeting will be held	People interested in attending the public meeting are likely to already have contacted the planner and have been added to the appropriate mailing list or be following the application on the web page. A new sticker for each application as the public meeting approaches, is not considered cost or time-effective for the related benefits.
	Concern about costs of the signs, size and ink saturation	Additional costs will be incurred to produce and install larger signs that are more easily seen and can include more information, specific to the application. The City has worked with the accepted sign contractor to reduce costs by a variety of means. Council allocated a budget of \$25,000 per year for the current budget. The chosen sign contractor has indicated that the ink is a negligible cost when using a flatbed printer. The existing smaller signs are less expensive but do not achieve the desired function of providing an appropriate amount of information to the general public.
Mailed Notices	Should find a way to better distinguish between the Notice of Application and Notice of Public Meeting headings	The headers now read "Notice of Application" and "Public Meeting Notice" to provide greater ability to distinguish the two and put the words "Public Meeting" first.
	Remove "please" from the box requesting landlords to post notices to make it appear more mandatory.	No change required.
	Terminology needs to change or be accessible – can you attach a list of common terms used in the notices (eg. h-3 – holding provision)	The Notice includes a new link to a new web page (not built yet) that will be readily accessible from any application-specific web page, setting out or illustrating common planning/zoning terms.
	The information inside the notice is a lot to read – suggest a bulleted summary first?	The bulleted summary is found on the first page of the notice. The more detailed information inside is for those who want to dig a little deeper, and much of it is required to be provided by law. No change is required.

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Urban League		
Project Component	Comment Provided	Planning Action/Response
Mailed Notices (con'd)	The density information inside the notice is meaningless without knowing the area of the site.	Density figures inside the notice will be followed by the number of units requested, shown in parenthesis. The same approach will be taken with listed heights in metres. It is noted the more user friendly information on the front page does specify the requested number of units and building storeys as well.
	More context should be provided with images	More explicit context will be provided when images or renderings are included in the notice (eg. view of proposed building looking west from Talbot Street).
	Bold or italicize the legal information	The legal information is clearly identified under a heading "Your Legal Rights". It is preferred not to bold whole paragraphs of material to meet AODA requirements.
	Should add email address to request notice of decision	The general email (docservices@london.ca) has been added to the options for requesting notice of decision.
	Ontario Municipal Board or availability of the Citizen Liaison Office should be highlighted.	Access to the OMB website will be available by hyperlink from the notice of public meeting, and also from the application-specific web pages.
	Ensure Community Associations are notified of applications	All community associations the City is aware of are already notified as a matter of practice, when an application is in their area.
Web Pages	Should provide links on the web pages to the Notices	The web pages will provide links to the Notices of Application and Public Meeting along with links to other useful file contents such as drawings and renderings, background studies, staff planning reports, etc.
	Should include links to Councillors	The web pages will provide a link to the City Council web pages.
	Should include links to Community Associations	The web pages will provide a link to the Urban League website.
	Add date of last change	The date of last change appears automatically on the web page.
	There is a desire to have the ability to reply to an application or ask to be added to the mailing list right from the web page.	The Planner's contact information is readily available on the right side of the page. Replies and requests to be added to the mailing list can be made to the Planner's email; all that is needed is a descriptive re: line (such as the file number or property address) to ensure the reply goes to the correct file.
	There is a desire to have RSS feeds to automatically notify subscribers when the web pages are updated.	This may be considered in Phase 4 of this project. The recommended "Current Planning and Development Applications" page will allow application-specific development pages to rise back to the top of the list when the page is modified.
Other Comments	Engagement should be proportional to the issue at hand	It is often difficult to predict which applications will be controversial and which ones will not. Informal engagement through Community Information Meetings will be addressed in Phase 3 of this project.
	Request the City provide the potential applicant with the contact information for the appropriate community association during the pre-application consultation process, and encourage the applicant to contact them.	Staff's internal processes can be changed to accommodate this request, as long we maintain both the confidentiality of the pre-consultation process and the privacy of the community association contact.

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Urban League		
Project Component	Comment Provided	Planning Action/Response
Other Comments (con'd)	Want a greater mailing circulation radius than 120 metres.	A greater circulation area as a matter of course has significant cost implications. Currently <i>The London Plan</i> allows an expanded circulation area based on specific criteria at the discretion of the Managing Director for the relevant type of application. It is expected that at least one of the many other methods of giving notice (signs, web pages, newspaper) will come to the attention of people who have an interest in a development process on a particular property. The 120 metre radius will be re-examined in Phase 3 of this project.
	Notices should be mailed to tenants if they are not in an apartment situation.	Tenant notification by mail from the City is not required by Provincial law. Recent changes to the <i>Planning Act</i> require that Landlords with 7 or more rental units post the notice in the building at an accessible location. The City's recommendation is to expand that request to all landlords regardless of the number of units they lease. The City uses Municipal Property Assessment Corporation (MPAC) data when developing labels and does not have the ability to generate a personalized label for tenant-occupied dwellings or units since a tenant database does not exist.

Comments from Other Stakeholders			
Comment by:	Project Component	Comment Provided	Planning Action/Response
Landlord Property Management Association	Tenant Notification	Some property managers and landlords expressed an interest in providing access to public planning notices in their buildings. One property manager asked if extra copies of notice could be provided on request, either in hard copy or by email.	City staff will be sending a reminder letter to the LPMA just before project launch to highlight and remind them of the request and ask that the executive send it out to their members. City staff will be happy to provide additional copies of notices for landlords to distribute within their buildings.
David Dimitrie	Tenant Notification	A previous January 20, 2015 letter was attached to the March 23, 2015 agenda. In response to the Notice of Public Meeting for the June 19, 2017 meeting, Mr. Dimitrie submitted another letter, attached.	Tenant notification by mail from the City is not required by Provincial law. Recent changes to the Planning Act require that Landlords with 7 or more rental units post the notice in the building at an accessible location. The City's recommendation is to expand that to all landlords regardless of the number of units they lease out.
Maureen Temme	Newspaper Notices	Notices should be written with emphasis on the titles, times and places of public meetings, with the most important information available first. Notices are repetitive, dense, and overwordy.	City staff will review the presentation of newspaper notices for Planning during Phase 3 of this project.
Architectural Conservancy Ontario – London Region	Consultation Process Followed for this project	Requested the opportunity to provide input and feedback on the issue of	ACO has been added to the circulation list for this project.

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File: 15 PRO p
Planner: B. Debbert/A. Riley

		Public Engagement in the Planning Process.	
	Signs	The ACO welcome signs which more clearly show proposed projects and key details about how they may impact on neighbourhoods.	No response/action required.

Debbert, Barb

From: David Dimitrie
Sent: Friday, June 02, 2017 2:14 PM
To: Debbert, Barb
Subject: June 19th Notice of Public Meeting before Planning....

June 2, 2017

Ms. Debbert: Today I received a letter from City Hall by Canada Post on the June 19th Notice of Public Meeting before the P &E Committee for Planning Process Engagement Strategy.

1. I am somewhat surprised that a meeting was held on **March 23, 2015** on the issue of notification and engagement and **no effort was made by anyone at City Hall to let me know of this meeting** since I was one of the persons who initiated discussion on the issue and I was even on the agenda of the March 23, 2015 which I looked up.

The Clerk's office had my agenda submissions. Why wasn't I notified? That's what this issue is all about.

2. The whole issue of using Canada Post to mail each tenant a letter addressed to "Occupant" is muddy in Mr. Tomaszinski's report. In one spot it looks like that is what is recommended. In other spots it looks like all he is recommending is posting a letter on the wall.

Ms. Debbert I dealt with this issue with ETC in November 2007 at Committee formally with Harold Usher as Chair. Now I am dealing with it again

I even asked the OHRC for an opinion. Former Toronto Mayor and former head of the Ontario Human Rights Commission

had her staff respond in a letter

in the March 23, 2015 agenda.
I hope some members of Council follow the link and read the report.

3. Lastly, in the letter that I received this morning under the **HEADING, "PURPOSE OF MEETING"** the last two sentences of this paragraph show the narrow intent of the proposed changes. I have worked for ten years to include tenants in all notifications from all departments and projects from City Hall.

It appears from this paragraph that whoever wrote this is not willing to put this into action yet.

The "limiting language" in these paragraphs ensures that they will have no teeth, even if enacted. They also show that neither staff nor Council understands how landlords run buildings

Sincerely,
David Dimitrie



List of Stakeholders

Lois Langdon – London Homebuilders Assoc. llangdon@lhba.on.ca	Sandy Levin Email confidential
Laverne Kirkness – Kirkness Consulting laverne@kirknessconsultinginc.ca	Linda Davis 1838 Park Avenue London ON N5W 2J8
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