

**PUBLIC HEARING NOTIFICATION FOR PLANNING APPLICATIONS  
CITY OF VAUGHAN  
FILE: 12.29**

**Recommendation**

The Commissioner of Planning recommends:

1. THAT the following recommendations be adopted with respect to the proposed changes to the notification of planning applications and policy studies;
  - i) that Council adopt the "Notification for Planning Applications Protocol" and "Notification for Policy Study Protocol" as shown on Attachment #1, identifying the City's procedures for the notification of public meetings for planning applications and for policy planning studies, respectively;
  - ii) that Council adopt the "Sign Policy" as shown on Attachment #4, identifying the City's requirements for a notice sign to inform the public of planning applications and policy planning studies;
  - iii) that the notification area for all planning applications requiring a public meeting be increased from 120 m to 150 m, thereby exceeding the statutory requirements of the *Planning Act*;
  - iv) that the Development Planning Department work with the Corporate Communications Department to establish a permanent advertisement to be included in every edition of the "City Page" directing the public to the City's website for current public meetings respecting planning applications and policy studies;
  - v) that a revised public meeting notice as shown on Attachment #6 that is more "reader friendly" with simplified wording be used to describe a planning application and include clear graphics and that the same principles apply to all planning policy study public meeting notices;
  - vi) that a new public meeting be held for all planning applications under the following circumstances:
    - a) any application that has not been considered by the Committee of the Whole within two (2) years of being considered at a previous public meeting;
    - b) any application where the nature of the application has been amended to increase the density of the proposal, change the nature of the land uses or arrangement thereof, and increase the proposed building heights; and,
    - c) in respect of the above, for any reason in the opinion of the Development Planning Department a re-notification is warranted due to significant changes in the application, which may increase the impact of a proposed development on the community, since a previous public meeting;
  - vii) that the notice of a public meeting respecting a planning application(s) or policy studies be posted for public viewing and information on the City's website in accordance with the minimum time frames prescribed in the *Planning Act*;

- viii) that Ward Sub-Committee and community meetings continue to be used as a tool for notifying and engaging the public in the planning process, as directed by Council; and,
- ix) that the Development Planning and Policy Planning Departments provide Access Vaughan with a copy of each public meeting notice, which identifies the City Planner responsible for the file, thereby allowing Access Vaughan to transfer the inquiry directly to the appropriate City Planner; and,
- x) that the Policy Planning Department prepare an electronic registry of interest groups, stakeholders, and organizations for the purposes of electronic notification of a policy planning study.

### **Economic Impact**

There will be an economic impact associated with increasing the minimum notification requirements prescribed by the *Planning Act*, including additional notices, postage, and staff time and resources required to administer the proposed Notification For Planning Applications Protocol and the Sign Policy shown on Attachments #1 and #4, respectively, and to implement the suggested recommendations. The exact dollar amount is unknown at this time since it will vary depending on the number of planning applications received in any year and their location within the municipality with respect to the number of surrounding landowners.

There will also be an economic impact associated with posting a sign(s) to advertise a City initiated planning policy studies. The exact dollar amount is unknown at this time since it will vary depending on the number of planning studies carried out in any year, the scope and complexity of each study, and the number of signs required to adequately advertise the planning study.

### **Communications Plan**

The proposed changes to the notification procedures for planning applications will primarily be communicated through updated information appended to the City's planning application forms. It is also proposed that the City's website be utilized to post a copy of each notice of a planning application for future public meetings. The additional policy study requirements will be communicated through the Terms of Reference prepared for a planning study, which is approved by Council.

### **Purpose**

This report has been prepared in response to the following Council direction adopted on September 24, 2007 (in part):

- "1) That staff provide a report to a Committee of the Whole (Working Session) meeting in December 2007, on options and solutions for public consultation guidelines, taking into consideration comments from members of Council; and,
- 2) That the wording of the signs erected on lands affected by a planning application, and the notice in the media, be simplified."

### **Background - Analysis and Options**

#### **Relationship to Vaughan Vision 2007**

This report is consistent with the priorities set forth in Vaughan Vision 2020, "Plan and Manage Growth" and "Pursue Excellence in Service Delivery".

## **Regional Implications**

There are no Regional implications associated with this report.

## **City of Vaughan Notification Practices**

The *Planning Act* prescribes the method and requirements by which public notice for planning applications are to be undertaken, as summarized on Attachment #2. The City of Vaughan currently gives notice of a public meeting and information respecting planning applications to the public and public bodies in accordance with the requirements prescribed by the *Planning Act*. Briefly summarized, a notice of a public meeting for amendments to the Official Plan and Zoning By-law, Draft Plan of Subdivision Approval, and for Draft Plan of Condominium Approval (Common Element and Vacant Land) is given in accordance with the provisions of the *Planning Act* as follows:

- the City Clerk's Department sends notice of a public meeting to all land owners as identified on the latest assessment roll and tax assessment roll located within 120 metres of the lands subject of the application and in the case of a condominium, to the condominium corporation;
- the public meeting notice is sent via ordinary mail;
- the form of the public meeting notice complies with the requirements of the *Planning Act* with respect to its contents (i.e. time and place of hearing, key map, description of proposal and prescribed statements);
- the public meeting notice is sent to those persons or public bodies as prescribed by the *Planning Act* (i.e. the secretary of every school board; the secretary treasurer of every conservation authority; the secretary of every natural gas utility, etc.); and,
- the applicant is required to post a sign on the property in accordance with the sign requirements attached to all planning applications (the sign requirements will be discussed in further detail later in this report).

In addition, the City exceeds the statutory requirements prescribed by the *Planning Act*, with respect to giving notice by:

- providing a public meeting notice to registered Ratepayer Associations having jurisdiction in the area to which the planning application would apply; and,
- in certain circumstances, the Development Planning and/or Clerks Department may use its discretion to expand the notification area or place an advertisement in a local newspaper when:
  - an application proposes a development of significant scale (i.e. high density residential, significant commercial developments, etc.); and,
  - where it is considered logical or practical to do so. For example, if the 120 metre notification area captures all properties on a street except for a few, the City Clerk's and Development Planning Departments may expand the area of notification to include those properties lying outside 120 metres in order to notify an entire street.

Additional public participation may also be solicited through a Council resolution as requested by a Council member to hold a Ward Committee or a community meeting, organized through the office of the Council member.

With respect to a public meeting notice for Council's intention to remove the Holding Symbol "(H)", the Development Planning Department sends a notice to the abutting land owners (shown on City assessment rolls and/or the condominium corporation) a minimum of one (1) week prior to the Council meeting to which the amending zoning by-law will be considered. The notice of intention to lift the Holding Symbol "(H)" includes the prescribed information including an explanation of the effect of the removal of the holding symbol, a description of the subject lands, and a key map showing the subject lands. The *Planning Act* does not specify a minimum area for notification or time frames related to the passing of a By-law to remove a holding symbol.

As noted above, the *Planning Act* does not require that a public meeting be held for Site Development, Draft Plan of Condominium (other than common element and vacant land) and Part Lot Control Applications. Accordingly, the Development Planning and City Clerk's Department does not send a notice of a public meeting when these planning applications are being considered, unless a specific written request has been received to do so.

It is noted that the City is in the process of implementing the requirements of Bill 51 with respect to the prescribed notification procedures for complete applications, however, at this point in time the prescribed measures are not in place. The Development Planning Department will be providing Council with a report on the implementation of Bill 51 in 2008.

### **Current City Sign Guidelines**

The City currently requires that a sign(s) informing the public of an application(s) to amend the Official Plan and Zoning By-law, Draft Plan of Subdivision Approval and for Draft Plan of Condominium Approval (Common Element and Vacant Land) be posted on the lands subject of the application in accordance with the following instructions:

1. The sign(s) is to be installed within fourteen (14) days after the date on which the completed application was received by the Development Planning Department.
2. The sign(s) shall comprise a minimum 12 mm thick plywood sheet, having an area of at least 1.5 m<sup>2</sup>. The lettering shall be black on a white background and shall be clearly legible from the street line.
3. The sign(s) shall be erected on the land subject of the application at a distance of approximately three (3 m) metres from the property line and a sign shall be provided for on each street frontage of the said land, at approximately the half-way point along each frontage.
4. The sign(s) shall be removed within seven (7) days after any one of the following events:
  - a) the application is turned down by Council; or lapses; or is withdrawn;
  - b) the associated Official Plan Amendment is approved or turned down by the Region of York or the Ontario Municipal Board, as the case may be;
  - c) the associated Zoning By-law Amendment is approved or turned down by the Ontario Municipal Board.
5. Examples of appropriate wording are shown below. SHOULD ASSISTANCE BE REQUIRED IN DETERMINING APPROPRIATE WORDING, please contact the Vaughan Development Planning Department. (Note: sign(s) should be prominently captioned):

### **PROPOSED OFFICIAL PLAN CHANGE**

Application has been made to the City of Vaughan for an Official Plan Amendment for these lands. The change requested is from \_\_\_\_\_ to \_\_\_\_\_ to permit a proposed \_\_\_\_\_.

For further information, please contact:

CITY OF VAUGHAN DEVELOPMENT PLANNING DEPARTMENT  
2141 MAJOR MACKENZIE DRIVE  
VAUGHAN, ONTARIO L6A 1T1  
TELEPHONE: (905)832-8585

QUOTE FILE NO: \_\_\_\_\_

### **PROPOSED ZONING CHANGE**

Application has been made to the City of Vaughan for a Zoning By-law Amendment for these lands. The change requested is from \_\_\_\_\_ Zone to \_\_\_\_\_ Zone to permit a proposed \_\_\_\_\_.

For further information, please contact:

CITY OF VAUGHAN DEVELOPMENT PLANNING DEPARTMENT  
2141 MAJOR MACKENZIE DRIVE  
VAUGHAN, ONTARIO L6A 1T1  
TELEPHONE: (905)832-8585

QUOTE FILE NO: \_\_\_\_\_

NOTE: Where applications for both types of amendments are submitted together for the same land, one sign should be erected with appropriate wording.

Prior to any application being scheduled for a public meeting, the Development Planning Department will conduct a site visit to ensure that the sign has been posted in accordance with these requirements. A typical sign utilizing these guidelines is shown on Attachment #3.

### **City of Vaughan Current Notification Practices: Issues and Recommendations**

In directing the review of the City's notification practices with respect to planning applications and studies, Council identified certain issues that require review in an effort to enhance the quality of notice and ultimately participation by the public and stakeholders in the planning process. The following issues are reviewed and a suggested course of action is provided to address each, which are summarized for ease of reference in the "Notification for Planning Applications Protocol" included on Attachment #1.

#### **i) Notification Area**

When a statutory public meeting is held for a planning application, the City provides written notice in accordance with the requirements of the *Planning Act*, in particular, to all property owners located within 120 metres of the lands subject of the application. Concerns have been raised as to whether the prescribed 120 metre notification area is sufficient to adequately notify those property owners and/or persons that may be affected by a planning application and whether the minimum notification area should be increased as a standard practice for all planning applications requiring a public hearing.

The Development Planning Department contacted the Planning Departments in Mississauga, Brampton, and Markham to determine if these municipalities have a formal written policy and/or

guideline(s) with respect to providing written notification of planning applications beyond the minimum 120 metres prescribed by the *Planning Act*. In each case, the Development Planning Department was advised that they do not have a written policy/guideline, however, at the discretion of the Planning Department, the notification area may be expanded depending on specific circumstances related to the planning application (i.e. scale of proposal, previous history, etc.).

In a recent Ontario Planning Journal (September / October Issue, Volume 22, No. 5), an article titled "Effective Public Participation: Challenging and Changing", identified that a recent survey conducted by the Region of Waterloo indicated that most people preferred individual mailings as the notification approach as the message is delivered right to the home and is less likely to be overlooked by busy people who may not view local media regularly.

With respect to the standard minimum notification area of a public meeting for planning applications, Council had suggested at the Working Session held on September 11, 2007 that a minimum 150 metre notification area may be more appropriate. Increasing the minimum area of notification from 120 m to 150 m would increase the total actual land area subject to notification from 45,216 m<sup>2</sup> to 70,650 m<sup>2</sup>, respectively, which represents an increase of 56% in land area, (based on a 120 m circulation around a single point).

The City Clerk's Department prepared test pollings for three properties located within Maple, Woodbridge, and in the Columbus Trail community to identify what the impact of increasing the notification area from 120 m to 150 m would be in terms of the number of land owners that would be notified. The following chart summarizes the results:

	Number of Land Owners Notified at 120 metre Notification Area	Number of Land Owners Notified at 150 metre Notification Area	Difference	Percentage (%) Difference
Test Polling # 1	54	83	+29	+53.7%
Test Polling # 2	102	126	+24	+23.5%
Test Polling #3	185	258	+73	+39.5%

\* Test Polling #1 (Maple) conducted at 2401 Major Mackenzie Drive (near Keele Street)

Test Polling # 2 (Woodbridge) conducted at 7913 – 7939 Kipling Avenue and 281 Woodbridge Avenue

Test Polling #3 (Columbus Trail – Maple) conducted at 15 Pietro Drive (north of Major Mackenzie Drive and west of Jane Street)

The chart indicates that the number of land owners notified in the test polling would increase in each instance from 23% to 53%. The test polling was conducted in areas comprised of different sized lots. The actual number of land owners captured by increasing the notification area from 120 m to 150 m will decrease as the lot sizes in the area subject of the planning application increases. Therefore, the biggest impact with respect to the number of land owners notified will be experienced in small lot areas of the City.

If the goal is to reach out to a wider area of the community, then the notification area for all planning applications requiring a public meeting should be increased from 120 m to 150 m, which exceeds the statutory requirements of the *Planning Act*. This would provide for a greater opportunity for public participation by increasing the minimum notification area.

The City Clerk's and Development Planning Departments should also continue their practice of increasing the notification area beyond 150 m when it is logical to do so.

ii) Additional Media Notification

a) Single Newspaper Advertisement for Each Planning Application

Publishing an advertisement (notice of public meeting) for each planning application requiring a public meeting was identified as a possible option to inform the public about planning applications.

When a newspaper advertisement is used to inform the public of a planning application, it will typically appear as a separate notice, one time only, in one of the local newspapers and located in a newspaper of several pages. Accordingly, the notice of a public meeting will only be seen if an individual happens to read the edition of the newspaper on/or after the date it is published, but before the actual public meeting date. In addition, in new developing communities, the occupancy of new homes is usually staggered and newspaper delivery service is often not implemented until a broad area of the community is occupied, thereby potentially negating the potential benefit of informing the property owners or public living in new community areas of a planning application through a local newspaper.

The circulation of a newspaper also varies between each publication. A recent Working Session report that was considered by Council on January 28, 2008, prepared by the Director of Corporate Communications respecting the 2008 City Page Advertising Schedule, stated that the circulation for the local newspapers in Vaughan ranges from 6,500 to 69,000 copies. Therefore, the selection of the appropriate newspaper for the purposes of placing an advertisement of a planning application becomes an important consideration. The method of distribution for each local newspaper (i.e. door to door delivery to all/certain areas in Vaughan or through newspaper boxes) also becomes a consideration with respect to providing consistent access to the public meeting notice in all areas of the City.

The Development Planning Department's experience suggests that newspaper advertisements are not the most effective means of notifying landowners of planning proposals. Often, when newspaper advertisements are used to advertise a planning application or initiative, land owners and residents claim that they were unaware of a proposal.

Additional cost and time requirements associated with placing newspaper advertisements would be incurred and could potentially have an impact on the processing times and costs required for development applications. The Purchasing Department has identified the approximate costs for placing a ¼ page advertisement in each of the local newspapers as follows:

<u>Newspaper</u>	<u>Cost</u>
Vaughan Citizen	\$376.99
Liberal	\$251.50
Vaughan Weekly	\$472.50
Lo Specchio	\$450.45

\*\* Above rates are based on a one time insertion, black & white, and text only.

There is no additional cost for maps. Prices above are based on quotes effective in March 2008.

In 2007, a notice advising of a public meeting was required for 94 planning applications. The City would have incurred additional costs to advertise these planning applications in one of the local newspapers, based on a single advertisement for each application, and depending on which newspaper was used to advertise the application.

As noted earlier, in a recent Ontario Planning Journal (September / October Issue, Volume 22, No. 5), an article titled "Effective Public Participation: Challenging and Changing", identified that a recent survey conducted by the Region of Waterloo indicated that most people preferred individual mailings as the notification approach as the message is delivered right to the home and is less likely to be overlooked by busy people who may not view local media regularly.

In view of the above, the Development Planning Department does not support the use of individual newspaper advertisements for individual planning applications requiring a public meeting.

b) The "City Page"

The City of Vaughan utilizes a "City Page", which is a full page advertisement published on a weekly basis in one of the local newspapers to inform the public of City initiatives, meetings, programs, etc., and is used by City Departments. The City Page can be utilized as another option for informing the public of public meetings for a planning application(s) and of a planning policy study. Since the City page is a full page advertisement including many City notices and initiatives, it may be more likely that the advertisement for a notice of a public meeting for a planning application may be seen by readers, as opposed to a single advertisement as discussed above. The City Page is also a regular feature in the chosen local newspapers, and therefore, the consistency of publication associated with the City Page may provide better results with respect to notifying the public of a planning application rather than single purpose advertisements.

Space on the City Page is limited, and therefore, it is suggested that a recurring advertisement be placed in a prominent location in each addition of the City Page, which directs the public to the City's website for information on current planning applications and studies requiring a public meeting. The Development Planning Department will work with the Corporate Communications Department to establish the appropriate location, wording and form of the advertisement.

iii) Signage

The current sign policy used by the City has served its purpose well, however, they could be updated to further improve the purpose of the sign as a vehicle to providing an improved level of information to the public about a planning application. The current sign policy results in signs that look like that shown on Attachment #3. When a sign is posted on a property for the purpose of informing the public of a planning application, the visibility of the sign, its' size, location and the quality of the information provided on the sign has been identified as potential areas for improvement in communicating the nature of the application to the public. The wording on the sign should clearly communicate the nature of the application and be easily understood by the public.

The Development Planning Department has reviewed the sign requirements of the municipalities of Mississauga, Brampton, Richmond Hill and Toronto, which are similar. The main differences are in the size of the sign and the inclusion of a location map and a map that graphically depicts the nature of the application. Briefly summarized, the chart below compares the main sign requirements for each municipality:

	Vaughan	Mississauga & Brampton	Richmond Hill	Toronto
Size of Sign	Min 1.5 m <sup>2</sup>	2.88 m <sup>2</sup> (1.2 m X 2.4 m)	Min 1.5 m <sup>2</sup> Max 1.8m <sup>2</sup>	Min 1.5 m <sup>2</sup>
Location Map Required	No	Yes	No	No
Material	12 mm plywood	20 mm exterior grade plywood	Not specified	12 mm exterior grade plywood



	Vaughan	Mississauga & Brampton	Richmond Hill	Toronto
Location	3 m from the property line, at a point midway along each frontage	1.5 m from the property line approx. midway on each frontage	Not more than 4.6 m from the property line at the midway point of each frontage/flankage	3 m from the street line, at the midway point on each street frontage
Colours Specified	Yes White with black lettering	Yes White with blue lettering plus colour code for map	Yes Yellow with black lettering	Yes White with black lettering
Lettering Style and Size Specified	No	Yes	Yes	Yes
Sign Deposit Posted for Removal of the Sign	No	Yes \$500.00	No	No

\* Source: City of Mississauga, Brampton, Toronto and Town of Richmond Hill Planning Applications and websites.

The Development Planning Department is proposing changes to the City's sign policy for informing the public of a planning application as shown on Attachment #4. The revised sign policy includes some of the requirements used by other municipalities that are considered to improve the quality of the sign with respect to clearly articulating the nature of the planning application. The suggested changes include:

- a) Size and Material of the Sign - The minimum size of the sign informing of a planning application should be increased from 1.5 m<sup>2</sup> to 2.88 m<sup>2</sup> with prescribed height and width dimensions of 1.2 m X 2.4 m. The sign material should be further specified to be constructed of 20 mm thick exterior grade plywood and also be painted on all sides and edges with two coats of exterior type matt finished alkyd (oil based) paint over a suitable primer. These changes would improve the visibility and durability of the sign.
- b) Inclusion of a Map With the Proposed Development and/or Surrounding Land Uses: The sign should include a map showing the location of the site, the surrounding land uses, and a simplified site plan depending on whether or not the application is associated with a draft plan of subdivision as follows:
  - 1) Official Plan and Zoning By-law Amendment Applications not associated with a Plan of Subdivision, the following basic information should be shown on the sign:
    - subject property outlined in bold and dimensioned (in metric measurement);
    - distance from the nearest intersection
    - nearest intersection street names;
    - north arrow;
    - setbacks (all directions) of proposed building envelope(s) from the property boundary (in metric measurement);
    - proposed building envelope(s);
    - proposed parking area(a); and,
    - location of proposed site access.

- 2) Applications for Official Plan and Zoning By-law Amendment associated with an application for Draft Plan of Subdivision should require that the following information be shown on the sign:
- subject property outlined in bold and dimensioned (in metric - measurement);
  - distance from the nearest intersection
  - nearest intersection street names;
  - north arrow; and,
  - show collector roads, or main local road (as applicable).

In addition, the sign would show all land uses for all types of development applications shown schematically using a colour coded system as shown in the proposed Sign Guidelines on Attachment #4. These changes would assist to graphically display the nature of the application.

- c) Sign Wording: The sign wording should be simplified to ensure that a description of the nature of the development proposal is clearly communicated to the public. At this point in time, it is suggested that the letter font not be prescribed, provided that it is clearly legible from the street. The wording should also be approved by the Development Planning Department.
- d) Sign Location: The current policy requiring signs at the midway point of all street frontages and flankages should remain, however, it is suggested that the placement of the sign be within 1.5 metres, instead of 3 metres, of each property line in order to improve its' visibility.
- e) Sign Supports: The City's current sign policy does not identify requirements for sign supports. However, given the increased size of the sign, the time required to process development applications, and the various climatic conditions (i.e. heavy winds, snow, etc.) it must withstand, the sign must be mounted to ensure stability. Other municipalities requiring the same size sign, require that it be supported by concrete footings to be formed against undisturbed, well drained soil to a minimum depth of 1.3 metres with a compressive strength of 25 mpa at 28 days. This requirement should be incorporated into the proposed sign policy.
- f) Proof that the Sign Has Been Installed: The new sign policy should require that the applicant provide photographic proof of each sign installed and to sign a declaration that the sign(s) has been posted within 14 days of receipt of the application. The sign guidelines would state that the processing of the application will not commence until the photograph(s) is received. This would ensure that the sign is posted in a timely manner before the application is processed.

The sign policy should also include a provision to allow exemptions from the requirements only where it may not be practical or possible to meet the requirements. For example, if a zoning by-law amendment application is submitted respecting a property in a residential neighbourhood, a 1.2 m X 2.4 m sign may not be appropriate for the area context. In specific circumstances, alternative sign requirements could be approved by the Development Planning Department. However, it is expected that exceptions to the proposed sign policy would be limited and that in almost all cases, the new policy would apply.

The Planning Department is also suggesting that a sign(s) and/or posters be erected in the vicinity of a study area to advise the public of the undertaking of a planning policy study within the City. The location, number and cost of the sign(s) and/or posters will be a matter included in all future Terms of Reference for a policy study and determined at that time. Depending on the scope of the study being undertaken, using a sign(s) and/or posters may not be practical. For example, a City-wide Official Plan Amendment would require that signs and/or posters be posted across the entire City. The sign and/or posters should include the name of the study (i.e. The

Kipling Avenue Corridor Study), a brief description of the purpose of the study, City contact information, and a graphic illustrating the boundary of the study area as outlined on Attachment #4. The sign materials, size, lettering and support requirements should generally be the same as those outlined for a planning application outlined above, while the size and location of the posters can be determined at the start of the study.

iv) Quality of the Public Meeting Notice

A typical public hearing notice is shown on Attachment #5. Certain information that appears on a public notice is prescribed by the *Planning Act* as discussed in this report. However, the clarity of the public notice with respect to the purpose and effect of a planning application is an issue that has been identified for improvement. In short, the notice should be clearly written, concise and in "plain english" so that it is easily understood by the public and describe the nature of the proposal (e.g. a 5 storey, 120 unit condominium building; or, a 100 unit subdivision with 40 detached dwellings, 40 semi-detached dwellings and 20 townhouse units). Technical terms and jargon should be minimized and where possible, deleted. Words like "massing", "intensification" or a zoning category name (i.e. C1 Restricted Commercial Zone) do not mean much to non-planners.

In this respect, the Development Planning Department has revised the standard "Notice of a Public Hearing" template as shown on Attachment #5 to implement a simplified description of the planning application. In addition, the format of the Notice has been revised, as shown on Attachment #6, to make it more "reader friendly", and renamed to "Notice of a Public Meeting" to be consistent with wording in the Planning Act.

The second component of the public meeting notice is the graphics consisting of a location map, and depending on the nature of the application, the proposed site plan and/or elevation(s). The graphics are intended to give the reader of the public meeting notice visual information about the application. However, the original drawings are typically much larger and are reduced to fit the notice of a public meeting on a legal size sheet (8-1/2" X 14") and sometimes may be difficult to read. The Development Planning Department would endeavor to ensure that the drawings are as clear as possible and labeled where necessary, in order to provide an improved understanding of the nature of the proposal.

The Policy Planning Department will incorporate the same principles respecting reader friendly documents outlined above into all notices, newspaper advertisements, signs, etc. as outlined above.

The public meeting notice will need to be amended to advise the public and applicable public bodies that the City has received a complete application in accordance with the requirements of Bill 51 (new Planning Act), once the City has implemented the required provisions.

Therefore, the revised public meeting notice as shown on Attachment #6 that is more "reader friendly" with simplified wording should be used to describe a planning application and with clear graphics.

v) Notification in New Community Areas (Blocks 10, 11, 12, 18, 33W, 40, 47)

When a planning application is received for a property located within a developing community (Blocks 10, 11, 12, 18, 33W, 40, 47), future land owners and residents that have not taken possession of their homes and therefore, do not appear on the City's assessment rolls on the date that the notice of a public meeting is mailed, will not receive the notice, even though the development may be located immediately adjacent to or within 120 metres of the lands subject of the planning application. In addition, an owner may purchase the property, but it can take up to one year before the home is built, possession taken and the assessment information updated, and therefore, the owner may not receive a notice.

Overcoming this particular issue presents challenges from the perspective that the municipal assessment rolls are prepared by the Municipal Property and Assessment Corporation (MPAC), and are updated quarterly, and the amount of time required from when a home is purchased, constructed, possession taken, and when the assessment roll is updated, can be considerable. In this respect, the Development Planning Department suggests that any Owner proposing a development that requires a planning application and a public meeting in a new community area

(Blocks 10, 11, 12, 18, 33W, 40, 47) should be required to hand deliver a notice of the public meeting door-to-door to the affected land owners. The Owner would be provided with a map from the Development Planning Department showing the area to be notified. Upon delivery of the notices, the Owner would be required to complete a declaration, as shown on Attachment #7, which would identify the file number, Owner's name, the name of the individual that delivered the notices, the date and time of delivery, a record of the address(es) that the notices were delivered to, and the signature of the Owner, commissioned by a Commissioner of Oaths, confirming that the notice(s) were delivered in accordance with the suggested policy. As these new communities develop and property owners are listed on the assessment rolls, this requirement will be phased out.

vi) Older and Revised Applications

Planning applications can take several months before they are ultimately considered by Council, and if approved, decisions being final and binding. During this period, the nature and details of the development can change either through the planning process or by the applicant. Accordingly, keeping the public and stakeholders in the planning process up-to-date on significant changes has been identified as a potential concern with the current notification practices. Therefore, it is suggested that a new public meeting be held for all planning applications under the following circumstances:

- a) any application that has not been considered by the Committee of the Whole within two (2) years of being considered at a public meeting;
- b) any application where the nature of the application has been amended to increase the density of the proposal, change the nature of the land uses or arrangement thereof, and increase proposed building heights; and,
- c) in respect of the above, for any reason in the opinion of the Development Planning Department a re-notification is warranted due to significant changes in the application, which may increase the impact of a proposed development on the community, since a previous public meeting.

These actions would ensure that the most recent information is made available to the public.

vii) Technology

Utilizing technology was discussed as a tool to keep the public informed about public meetings for planning applications. The City's website can be accessed by anyone at any location with a computer and/or internet access. Accordingly, the City's website offers significant potential with respect to providing public notification for a development application. The Development Planning Department has discussed the option of posting a copy of each notice of a public meeting for a planning application on the City's website with the Corporate Communications Department, and has been advised that this can be accommodated. An icon would appear on the City's home page that a user can click on and be directed to the public meeting notices. A copy of each public meeting notice that was sent to the area property owners and residents will be available for viewing on the website. The public meeting notice will also identify the City Planner responsible for the file and contact information for an interested party wishing to contact the City Planner directly. Accordingly, the Development Planning Department supports posting each notice of a public meeting respecting a planning application for viewing on the City's website.

The Policy Planning Department has already implemented the practice of posting notices and studies on the City's website respecting planning studies being undertaken. It is suggested that this practice be continued and where possible enhanced to ensure that all key milestone events during a planning study be advertised to the public on the City's website.

viii) Ward Boundaries and Meetings

Council identified a concern respecting public meeting notification for planning applications that are located in close proximity to two or more Ward boundaries and ensuring that all Councillors and stakeholders potentially affected by the application are adequately informed about the planning application. In this respect, the Mayor, and Regional and Ward Councillors are each

provided with copies of all public meeting notices in addition to the original application circulation for comment requests. Furthermore, when the public meeting notice is prepared, the notification area is based on a minimum radius around the property boundary and every land owner captured within this area will be notified of the application, regardless of the location of the property in a Ward. Each affected registered ratepayer association in the area of the planning application is also notified, regardless of where the property subject of the application is located within the Ward. These existing notification practices, combined with the additional suggestions in this report including increasing the minimum notification area from 120 m to 150 m, posting public meeting notices on the City's website, and advertising on the City Page should adequately address the notification issues associated with properties located close to two or more Ward boundaries.

The Mayor and/or a Regional or Ward Councillor can also bring forward a motion at the public meeting requesting that the Owner/Applicant attend a Ward Committee or community meeting with the Mayor/Councillor, the community affected by a development application and Staff in order to encourage further dialogue on a development proposal. A Ward Committee or community meeting is arranged through the affected Councillor's or Mayor's office, and is typically held in the evenings at a convenient location for all interested parties to attend.

Council has adopted a "Non-Statutory Community Meeting Guideline" (Policy 03.13) with the objective of the policy being to provide notification to Vaughan residents, ratepayers associations, community service and sports organizations, and special interest groups in a timely and effective manner so as to allow residents to attend community meetings and provide input for City projects and policies.

Council has used these meetings in the past as vehicles to engage further dialogue between the parties having interest in a planning application. Occasionally, working groups representing the public are established in order to make subsequent meetings more efficient. Accordingly, the Development Planning Department and the Policy Planning Department support the continued use of Ward Committee and community meetings as tools for notifying and engaging the public in the planning process, as determined appropriate by Council.

ix) Access Vaughan

Council identified that a potential role for Access Vaughan be reviewed with respect to providing the public with information about planning applications. Typically, responding to a public inquiry about the nature of a planning application requires knowledge respecting the Official Plan, Zoning By-law, detailed site statistics, background, Provincial and Regional policies, etc. A more efficient way to respond to these inquiries would be to have individuals contact the Development Planning Department directly respecting development applications and the Policy Planning Department on land use or other planning studies, rather than channeling an inquiry through Access Vaughan and subsequently being transferred to the Development or Policy Planning Department. Accordingly, inquiries respecting planning applications and land use studies should continue to be directed to the Development or Policy Planning Departments.

However, the Development and Policy Planning Departments will provide Access Vaughan with a copy of each public meeting notice, which identifies the City Planner responsible for the planning application or study. Therefore, in the event that an individual contacts Access Vaughan, the inquiry can then be directed to the appropriate City Planner.

Accordingly, the Development Planning Department should remain as the primary public contact for information about planning applications and the Policy Planning Department with respect to policy and land use studies and that Access Vaughan should be provided with a copy of each public meeting notice, which identifies the City Planner responsible for the file, thereby allowing Access Vaughan to transfer the inquiry directly to the appropriate City Planner.

A recommendation has been included in this report for Council to adopt the "Notification For Planning Applications Protocol" shown on Attachment #1, which captures a summary of the proposals made in this report in one document. Attachment #8 provides a comparison of the main requirements of the Planning Act for informing the public of a planning application, Vaughan's current procedures and the recommended changes as outlined in this report for the

most common development applications (i.e. Official Plan and Zoning By-law Amendments and Draft Plan of Subdivision Applications).

### Policy Studies

The Policy Planning Department undertakes several planning studies each year, which include as part of the study process a public participation component. For all studies, the requirements of the Planning Act with respect to public notification are satisfied and typically exceeded. A planning study can vary in scope and scale from an issue specific study (i.e. lot coverage in an RIV Old Village Residential Zone), to an area study (i.e. Kipling Corridor Study) to a City wide planning policy review (Vaughan Tomorrow). Consequently, the tools used to engage public participation in a planning policy study would vary depending on the scope and complexity of the study. The end product of a policy study is typically an Official Plan Amendment required to implement the recommendations of the study and in some cases, a zoning by-law amendment. The Planning Act requires that a City initiated Official Plan Amendment include the following public processes:

- i) an open house;
- ii) newspaper or individual letter notification of a public meeting of Council;
- iii) a public meeting of Council; and
- iv) a notice of adoption of an Official Plan Amendment.

The Policy Planning Department incorporates these minimum statutory requirements into each planning study process, however typically exceeds this requirement by utilizing additional notification and public engagement practices, which may include one or more of the following:

- i) information is posted on the City's website throughout the process, including draft documents;
- ii) multiple open house meetings;
- iii) letters sent to individual land owners within the study area and in the vicinity of the study area where the scope of the study permits;
- iv) public workshops and charettes;
- v) notification of affected Ratepayer Associations;
- vi) keeping track of written and oral correspondence and notifying those individuals/ parties having requested notification;
- vii) notification of all interested parties/stakeholders throughout the planning study process of each public meeting, workshop or charette; and,
- ix) an advertising campaign when the study is of significance (Vaughan Tomorrow).

Again, the use of any of these public participation practices will vary with the scope and complexity of the study and is determined at the beginning of the study when the Terms of Reference is drafted. Whenever possible, open house, workshop and charette meetings are held within or near the area being studied. Projects having City-wide implications may be held at City Hall.

In reviewing the public notification practices for a planning study, the Policy Planning Department will require as part of the Terms of Reference, the review of the possibility of locating study information signs at the Community mailbox sites in an effort to both inform and engage public participation in the study process:

#### i) Posting of Signs / Posters

It is suggested that when the scope of a study permits, that the City could erect signs, generally similar to those used to advertise a planning application as shown in Attachment #4, and / or posters in strategic locations of the study area, to inform the public of the planning study. Typically, the signs and posters could be utilized when a study is being completed for a defined area (i.e. The Kipling Avenue Corridor Study, Jane-Rutherford focused review, etc.). As part of the preparation of the Terms of Reference for the study, a requirement would be that the

appropriateness of utilizing a sign(s) and/or posters and their location(s) will be determined, and the signs / posters budgeted for as part of the overall cost of the study. The sign(s) and/or poster(s) will include a graphic illustration of the boundary of the study area and a brief description of the purpose of the study in a manner consistent with the sign for a development application shown on Attachment #4. The sign will remain posted throughout the study process and removed once an Official Plan Amendment is approved and/or the study completed.

ii) Notification Posted in Community Centres and Libraries

It is suggested that all planning policy studies could be advertised in the City's community centres and libraries. The Policy Planning Department will prepare a notice for each policy study that is to be undertaken and it will be posted in the community centre(s) and library(ies) in the vicinity of the study area. For example, a notification for the Kipling Avenue Corridor Study would be posted in community centres and libraries in the Woodbridge community. If the study is of city-wide significance, it will be posted in all City community centres and libraries. It is suggested that additional notification be posted throughout the study process of all key events including open houses, charettes, workshops, public meetings, etc. All notification would be posted a minimum of 14 calendar days prior to the event. The requirement to determine specific details of where the notices will be posted and for which event(s) will be outlined in the Terms of Reference for each study.

iii) Electronic Registry

It is suggested that for each policy planning study that an electronic registry of interested individuals, parties, etc., be maintained and utilized to disseminate information throughout the planning study process, and particularly prior to key events in the process. This will involve the collection of email addresses of all interested individuals/parties throughout the study process and the electronic distribution of information. The electronic registry will work in conjunction with the current City practice of posting study related information on the City's website.

City of Calgary

The Development Planning Department has reviewed the public notification practices of the City of Calgary to assess any potential approaches to enhancing citizen participation in the planning process. The Development Planning Department contacted the City of Calgary Planning and Building Department in addition to reviewing material available on the City's website to review and understand the public engagement processes utilized by the City of Calgary.

i) Rezoning or Land Use Designation Applications

Essentially, the City of Calgary follows a similar process with respect to receiving development applications, circulating them to City Departments, external agencies and Community Associations and special interest groups. Rezoning or Land Use Designation Applications (equivalent to the City of Vaughan's Zoning Amendment and Site Development Applications) are then reviewed by the Planning Department and a recommendation is made to the Calgary Planning Commission (CPC). The CPC reviews the application and makes a recommendation to City Council. Citizens can attend the CPC meeting, however, they are not permitted to speak on the application. When an application is received, a sign is posted on the site and when the application is to be considered by Council, letters are sent to the abutting land owners only, and newspaper advertisements are placed in a regular notice that is dedicated to planning matters in the City's largest newspapers being The Calgary Herald and The Calgary Sun. Citizens can attend and speak to the application at the City Council meeting, however, once Council makes a decision, it is final. Council's decision can be appealed to the Court of Appeal, however only on matters of law.

ii) City of Calgary Public Participation – Main Differences

The main differences identified for engaging the public in the planning application and policy studies processes are summarized as follows:

a) Identification of Special Interest Groups

In addition to notifying Community Associations (equivalent to Vaughan's Ratepayer Associations), the City of Calgary has identified special interest groups and include them in the circulation process for comments and review. Identifying special interest groups (i.e. environmental groups, heritage interests, etc.) to be notified in Vaughan can be undertaken, however Council should provide direction with respect to which interest groups should be involved in the process and criteria should be developed to determine which groups are to be notified under what circumstances.

b) Calgary Planning Commission (CPC)

As noted above, the Calgary Planning Commission (CPC) has an important role in planning application approvals. The CPC is appointed by Council to make recommendations to City Council on land use matters in the City of Calgary, similar to the role of the Committee of the Whole vis-à-vis Council. However, the important difference is that the Calgary Planning Commission is comprised of the Mayor, Two Members of Council, The General Managers of the Planning and Building and Transportation Departments, and four citizen members. The four citizen members are comprised of one member who represents the Urban Development Institute, one member of the Federation of Calgary Communities (an umbrella Community Association) and two citizen members appointed at large. Accordingly, citizen representation is included within the recommending approval authority (CPC). A similar approach can be utilized in Vaughan, however, it would require structural changes to the approval process, which is beyond the mandate of this report. However, should Council consider this approach or a similar approval mechanism appropriate, it can provide the necessary direction to review this approach in detail and report back to Council at a future meeting.

c) Newspaper Notification

The City of Calgary advertises public notifications and decisions on Planning Applications in the City's two largest newspapers, The Calgary Herald and The Calgary Sun. The advertisements are dedicated to planning related matters and consists of a map of the City of Calgary, with numbers on the map (i.e. 1, 2, 3), which provide a geographic reference for the location of the planning application combined with text to one side of the map, which gives a brief description of the nature of the application(s). A sample of an advertisement of a public hearing is shown on Attachment #9.

The format used by the City of Calgary utilizing a full City map with numbers showing the general geographic location of the planning applications provides the public with an instant visual representation of where a planning application is proposed, and to determine if there are any planning applications of interest to them in the vicinity of their property or in any part of the City where they may have interest. Using this format may be more effective than utilizing an individual advertisement for each planning application as discussed above. However, this form of newspaper advertisement does not address the issues of circulation, choice of newspaper, and timing issues discussed above. It is important to note that Calgary City Council meets once a month to consider planning applications, whereas Vaughan Council meets on a bi-weekly basis. Therefore, the time required to prepare a notice as shown on Attachment #9, together with newspaper printing deadlines makes bi-weekly newspaper advertisement of such a notice more difficult. There will likely be a significant cost associated with publishing a newspaper advertisement using this format on a bi-weekly basis.



d) City of Calgary Website

The City of Calgary's website is used more extensively for providing information on planning matters than that of the City of Vaughan. The Planning and Building Department pages of Calgary's website are more comprehensive with respect to providing information on a wide range of planning related topics, including public notification of planning applications than that of the City of Vaughan. Therefore, it affords greater opportunity for the public to access planning related information. As noted above, the Development Planning Department is suggesting that public notices should be posted on the City's website, which will improve the level of public information respecting planning applications, and potentially citizen engagement in the planning process. However, this represents a "first step" in improving the level of public information available respecting planning information. Significant upgrades to the Development and Policy Planning Department pages on the City's website are required to provide a level of information that is easily accessible and user friendly. In order to achieve this level of customer service respecting planning matters as it relates to the City's website, the necessary resources must be allocated by City Council if it wishes to make this a priority.

**Conclusion**

The Development Planning Department in consultation with the Policy Planning Department has reviewed options and have suggested solutions for engaging public consultation with respect to planning applications and policy studies. The report has identified the legislative framework prescribed by the *Planning Act* within which planning applications are considered, the current notification practices utilized by the City, and perceived issues, and has made specific suggestion with respect to each issue. The suggestions include:

- i) the adoption of a "Notification for Planning Applications Protocol" and "Notification for Policy Study Protocol" identifying the City's procedures for the notification of public meetings for planning applications and for policy planning studies, respectively;
- ii) the adoption of a "Sign Policy" implementing new sign requirements for a notice sign to inform the public of a planning application(s) and for policy planning studies;
- iii) increasing the minimum notification area for a planning application from 120 m to 150m;
- iv) the inclusion of a permanent advertisement to be included in every edition of the "City Page" directing the public to the City's website for current public meetings respecting planning applications and policy studies;
- v) implementing a revised public meeting notice that is more "reader friendly" with simplified wording and graphics;
- vi) implementing the requirement for a new public meeting to be held to keep the public informed and current on planning applications;
- vii) posting public notices for planning applications and policy studies on the City's website;
- viii) providing contact information to Access Vaughan in order to direct calls to the appropriate staff member; and,
- ix) requiring the Policy Planning Department to maintain an electronic registry of interest groups, stakeholders, and organizations for the purposes of electronic notification of a policy planning study.

The combination of these suggestions would significantly exceed the minimum requirement prescribed by the *Planning Act* and should provide significantly improved public awareness and understanding of planning applications and studies.

**Attachments**

1. Notification For Planning Applications Protocol
2. Planning Act Legislative Framework for the Notification of Planning Applications
3. Typical Sign - Current Sign Policy
4. Proposed Sign Policy (May 2008)
5. Original Notice of Public Hearing
6. Revised Public Meeting Notice
7. Declaration - Delivery of Notice of Public Meeting
8. Summary - Notification Comparison Chart of Planning Act, Current Vaughan Procedures, Proposed Notification Procedures
9. City of Calgary - Notice of Public Hearing of Calgary City Council Planning Matters

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Respectfully submitted,

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/LG

**ATTACHMENT #1**  
**NOTIFICATION FOR PLANNING APPLICATIONS PROTOCOL**

A. Notification of a planning application (i.e. Official Plan and Zoning By-law Amendment, Draft Plan of Subdivision, and Common Element and Vacant Land Condominiums) requiring a public meeting as required by the Planning Act shall be undertaken in accordance with the minimum requirements prescribed by the Planning Act, and in addition, the following:

- i) the City shall send a notice of a public meeting (which may be combined with the notice of a complete application in accordance with the provisions of Bill 51) to all land owners as identified on the latest assessment roll and located within 150 metres of lands subject to a planning application(s) that requires a public meeting.

Notice will be sent to all landowners within the prescribed notification area and in the case of a condominium, to the condominium corporation; and sent to those persons or public bodies as prescribed by the *Planning Act* (i.e. the secretary of every school board; the secretary treasurer of every conservation authority; the secretary of every natural gas utility);

- ii) the public meeting notice shall be sent via ordinary mail;
- iii) the form of the public meeting notice shall comply with the requirements of the *Planning Act* with respect to its contents (i.e. time and place of the meeting, key map, description of proposal and prescribed statements);
- iv) the Owner/Applicant proposing an Official Plan or Zoning By-law Amendment, Draft Plan of Subdivision, or a Vacant Land or Common Element Condominium shall post a sign on the property in accordance with the sign policy dated May 2008.

Additional notification exceeding the minimum statutory requirements prescribed by the *Planning Act*, with respect to giving notice for Official Plan and Zoning By-law Amendment, Draft Plan of Subdivision, and Common Element and Vacant Land Condominiums, and removal of the Holding Symbol "(H)", by placing an abbreviated advertisement on the "City Page" with reference to the City's website where the full notice will be posted; and,

- i) providing a public meeting notice to registered Ratepayer Associations having jurisdiction in the area to which the amendment would apply;
- ii) posting a copy of each public meeting notice on the City's website;
- iv) in certain circumstances, the Development Planning Department may use its discretion to expand the notification area when:
  - a) an application proposes a development of significant scale (i.e. high density residential, significant commercial developments, etc.);
  - b) where it is considered logical or practical to do so. For example, if in the opinion of the Development Planning Department additional notification is warranted due to significant nature of the application, which may increase the impact of a proposed development on the community.

- v) additional public participation may be solicited by the Mayor, a Regional or Ward Councillor by directing that a Community or Ward Committee meeting be held, which is organized through the office of the Council member;
- vi) with respect to a public meeting notice for Council's intention to remove an "(H)" Holding Symbol, the Development Planning Department's "Notice of Council's Intention to Remove the Holding Symbol "(H)"" will be sent to the abutting land owners (shown on City assessment rolls and/or the condominium corporation) a minimum of one (1) week prior to the Council meeting at which the amending zoning by-law will be considered. The notice of intention to remove the Holding Symbol "(H)" is to include an explanation of the effect of the removal of the holding symbol, a description of the subject lands, and a key map showing the subject lands, as stipulated by the Planning Act;

vii) Hand Delivery of Notices of a Public Meeting

The Hand Delivery of Notices of a Public Meeting shall apply in new community areas (including but not limited to Blocks 10, 11, 12, 18, 33W, 39, 40, 47) where dwellings have been constructed and the homeowner(s) has not occupied the dwelling or their name(s) does not appear on the municipal assessment roll at the time when the Notices are required to be mailed in accordance with the requirements of the Planning Act, as follows:

1. The Development Planning Department shall provide the Owner with an original copy of the Notice and a map illustrating the properties to which a Notice shall be hand delivered by the Owner, or an individual authorized by the Owner, in accordance with the Notification for Planning Applications Protocol.
2. The Owner shall make the required number of copies of the Notices.
3. The Owner shall hand deliver (door-to-door) the Notice to each property as directed by the Development Planning Department and shall ensure that the Notice is:
  - i) placed in an envelope addressed to the "Owner / Occupant". The envelope shall be blank and not bare any company logos;
  - ii) placed in an area that is clearly visible by the property Owner and protected from the elements (i.e. rain, wind, snow, etc.) including: a mailbox if available, the door handle, between the door and door frame, door thresh hold, etc;
  - iii) delivered a minimum of 20 days prior to the date of the Public Meeting; and,
4. Upon delivery of the Notices, the Owner shall complete the Delivery of Notice of a Public Meeting Declaration and return it to the Development Planning Department within 5 business days of the date that the Notice was delivered.

The hand delivery of Notice of a Public Meeting Protocol will be phased out as a new community develops and individual property owners are captured on the City's assessment rolls.

### **NOTIFICATION FOR POLICY STUDY PROTOCOL**

B. In addition to the statutory requirements prescribed by the *Planning Act*, for adopting a City initiated Official Plan and/or Zoning By-law Amendment, resulting from a Policy Planning Study, the following additional notification practices shall be undertaken:

- i) the Terms of Reference prepared for a planning policy study shall include a requirement that an assessment be undertaken to determine the appropriateness of using signage and/or posters to advertise the study and the location(s), number and cost of the signage and/or posters in accordance with the City's Sign Policy;
- ii) the Policy Planning Department shall maintain a registry of all individuals/parties/stake holders having requested notification respecting a planning study and provide a supplementary (non-statutory) notice to the public of a Committee of the Whole meeting and key milestone events (i.e. workshops, charettes, presentations of draft reports, etc.) during the study process to those persons or public bodies having filed with the City Clerk or Development Planning Department, any written request to be notified;
- iii) The Policy Planning Department shall post a notice/poster in the appropriate City Community Centre(s) and Library(ies) as may be required, to adequately advise all stakeholders located in the vicinity of a study of the City's intention to undertake a planning study.

The notification shall:

- identify the name of the study (e.g. The Kipling Avenue Corridor Study) and a brief description of the purpose of the study;
- include a map identifying the study area;
- identify all major study area boundary features including streets, natural features (i.e. valley, woodlot, etc.), rail line, park, etc. and all collector roads within the study boundary area;
- include the staff contact person, file number, a City contact phone number, and website address;
- identify a key date(s) marking milestone events or public events in the study process (i.e. initial study "kick-off" meeting, charette, workshop, open house, Council public meeting dates; and,
- shall be posted within fourteen (14) days of the awarding of a contract to a consultant for commencement of the study; or, when the study is to be undertaken by the Policy Planning Department, within fourteen (14) days of Vaughan Council adopting a resolution to commence the study.

The Policy Planning Department shall post the notice(s) and/or poster(s) for each policy study and key milestone events in the community centre(s) and library(ies) in the vicinity of the study area. For example, a notification for the Kipling Avenue Corridor Study would be posted in community centres and libraries in the Woodbridge community. If the study is of city-wide significance, it will be posted in all City community centres and libraries;

- v) posting a copy of each public meeting and key milestone events during the study process on the City's website;

- vi) additional public participation may be solicited by the Mayor, a Regional or Ward Councillor by directing that a Community or Ward Committee meeting be held, which is organized through the office of the Council member; and,
- vii) In new developing communities (including but not limited to Blocks 10, 11, 12, 18, 33W, 39, 40, 47), where dwellings have been constructed and the homeowner(s) has not occupied the dwelling or their name(s) does not appear on the municipal assessment roll at the time when the Notices are required to be mailed in accordance with the requirements of the Planning Act, signs and/or posters shall be utilized to advertise policy planning studies in accordance with the Policy Study Signage Requirements. It is possible that in new community areas, roads may not have been dedicated to the City, and therefore, there may not be the opportunity to post a sign in the vicinity of a defined study area on Public lands. A requirement will be included in each Terms of Reference prepared for a policy study reflecting the need to determine strategic locations for the placement of the signs in the context of the available public location placement opportunities when a study is undertaken in a new community area. Once the locations are determined, the signs will be erected within 14 days of the selection of the consultant or the commencement of the study. If the study is being conducted by the Policy Planning Department, the same guidelines will apply. This guideline would apply until such a time as the new community is built out, at which point in time, the guidelines included in this protocol shall be followed.

## **ATTACHMENT # 2**

### **Planning Act Legislative Framework for the Notification of Planning Applications**

#### **i) Official Plan Amendment**

Any person may request that Council initiate an amendment to the official plan, often referred to as a "private amendment". When an Official Plan Amendment (OPA) Application is filed with the City, the municipality is required to hold a public meeting in accordance with clause 22(1)(b) of the *Planning Act*, which requires that notice of the said public meeting be given at minimum of 20 days prior to the public meeting. The *Planning Act* requires that Council make a decision respecting a request to amend the official plan within 180 days of receipt of a "complete" application and that the "clock" does not commence until the municipality advises the applicant that the application is considered "complete". The City must notify the applicant within 30 days of paying the application fee whether the application is considered complete. Within 15 days of giving notice of a complete application, the City must give notice to the public, in a manner consistent with giving notice of a public hearing, that a complete application has been received by the City.

The *Planning Act* also prescribes the minimum requirements for notice that is to be given in accordance with Ontario Regulation 543/06, which includes:

- by personal service or ordinary mail, to every owner of land within 120 metres of the subject lands;
- OR
- by publishing a notice in the newspaper that, in the opinion of the clerk of the municipality is of sufficient general circulation in the area to which the proposed official plan amendment would apply that it would give the public reasonable notice of the public meeting; and,
- by posting a notice, clearly legible and visible from a public highway or other place to which the public has access, at every separately assessed property within the subject lands or, if posting on the property is impractical, at a nearby location chosen by the City Clerk.

It is noted that for the purpose of notice, the owner of land is deemed to be the person shown on the last revised assessment roll of the municipality or on the current provincial land tax roll at the address shown on the roll, but if the Clerk of the municipality has received written notice of a change of ownership, the notice shall be given to the new owner instead, on the address set out in the notice. In addition, if a registered condominium development is located within 120 metres of the subject lands, notice may be given to the condominium corporation, according to its most recent address for service or mailing address as registered under Section 7 of the Condominium Act, 1998, instead of being given to all owners assessed in respect of the condominium development.

Notice is also required to be given to other persons and public bodies having jurisdiction in the area to which the amendment would apply including: the clerk of the approval authority of the proposed official plan amendment; the secretary of every school board; the secretary treasurer of every conservation authority; the secretary of every natural gas utility; the secretary of every company operating an oil or natural gas pipeline; the secretary of the company operating a railway within 300 metres of the amendment; Hydro One Inc., and the clerk of every municipal planning authority located within 1 kilometre of the amendment.

The *Planning Act* also prescribes information that must be included on the notice of a public meeting including:

- the date, time and location of the public meeting;
- an explanation of the purpose and effect of the proposed official plan amendment;
- a description of the subject lands and a key map showing the subject lands;
- where and when a copy of the proposed official plan amendment and information and material will be available for public inspection; and,
- the following statements:

“If you wish to be notified of the adoption of the proposed official plan amendment, or the refusal of a request to amend the official plan, you must make a written request to the City of Vaughan.”

“If a person or public body does not make oral submissions at a public meeting before the proposed official plan amendment is adopted, the person or public body is not entitled to appeal the decision of the City of Vaughan 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 Vaughan 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 an official plan amendment is adopted by Council, it must give written notice of the adoption of the plan no later than 15 days after its’ adoption containing prescribed information to the approval authority, each person or public body that filed with the clerk a written request to be notified if the plan is adopted and any other person or public body prescribed by the Ontario Regulations.

If Council refuses a request for an amendment, it must, no later than 15 days after the date of the refusal, ensure that written notice is given to the person or public body who made the request, each person or public body that filed a written request to be notified of a refusal, the approval authority and any prescribed person or public body.

Once the notice of adoption of an amendment is given by the municipality to those persons and public bodies entitled to notification, anyone wishing to appeal the adoption of the amendment must do so no later than 20 days after the day of giving notice. The notice of appeal must set out the specific part of the requested official plan amendment to which the appeal applies, if the notice does not apply to all of the amendment and be accompanied by the fee prescribed under the Ontario Municipal Board Act.

Upon receipt of an appeal, the City Clerk must forward the appeal, no later than 15 days after the notice of appeal is received, with the prescribed information to the Ontario Municipal Board. The Ontario Municipal Board is then responsible for processing the appeal and the procedure for the giving of notice.

ii) Zoning By-law Amendment

Subsection 34(12) of the *Planning Act* requires that Council, prior to enacting a zoning by-law, must hold a public meeting with notice to the public provided as prescribed by Ontario Regulation 545/06, which requires that notice of the said public meeting be given at minimum of 20 days prior to the public meeting. The *Planning Act* requires that Council make a decision respecting a request to amend a zoning by-law within 120 days of receipt of a “complete” application and that the “clock” does not commence until the municipality advises the applicant that the application is considered “complete”. The City must notify the applicant within 30 days of paying the application fee whether the application is considered complete. Within 15 days of giving notice of a complete application, the City must give notice to the public, in a manner consistent with giving notice of a public meeting, that a complete application has been received by the City.



Similar to an Official Plan Amendment described above, the *Planning Act* also prescribes the minimum requirements for notice that is to be given in accordance with the Regulation, which includes:

- by personal service or ordinary mail, to every owner of land within 120 metres of the subject lands;

OR

- by publishing a notice in the newspaper that, in the opinion of the clerk of the municipality is of sufficient general circulation in the area to which the proposed zoning by-law amendment would apply that it would give the public reasonable notice of the public meeting; and,
- by posting a notice, clearly legible and visible from a public highway or other place to which the public has access, at every separately assessed property within the subject lands or, if posting on the property is impractical, at a nearby location chosen by the City Clerk.

Again, for the purpose of notice, the owner of land is deemed to be the person shown on the last revised assessment roll of the municipality or on the current provincial land tax roll at the address shown on the roll, but if the clerk of the municipality has received written notice of a change of ownership, the notice shall be given to the new owner instead, on the address set out in the notice. In addition, if a registered condominium development is located within 120 metres of the subject lands, notice may be given to the condominium corporation, according to its most recent address for service or mailing address as registered under Section 7 of the Condominium Act, 1998, instead of being given to all owners assessed in respect of the condominium development.

Notice is also required to be given to other persons and public bodies having jurisdiction in the area to which the amendment would apply including: the clerk of the approval authority of the upper tier municipality; the secretary of every school board; the secretary treasurer of every conservation authority; the secretary of every natural gas utility; the secretary of every company operating an oil or natural gas pipeline; the secretary of the company operating a railway within 300 metres of the amendment; Hydro One Inc., and the clerk of every municipal planning authority located within 1 kilometre of the amendment.

The *Planning Act* also prescribes information that must be included on the notice of public hearing including:

- the date, time and location of the public meeting;
- an explanation of the purpose and effect of the proposed by-law; the notice must provide sufficient information regarding the subject matter of the by-law to allow the public to generally understand the nature of the application;
- a description of the subject lands and a key map showing the subject lands;
- where and when additional information and material will be available for public inspection; and;
- the following statements:

"If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of Vaughan before the by-law is passed, the person or public body is not entitled to appeal the decision of the City of Vaughan 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 Vaughan 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.”

If a zoning by-law is passed by Council, the City Clerk must give notice no later than 15 days of its' passing by either:

- publishing a notice in the newspaper that in the opinion of the City Clerk is of sufficient general circulation in the area where the subject land is located that would give the public reasonable notice of the passing of the by-law;

OR

- notice shall be given by personal service or ordinary mail to every owner of land within 120 metres of the subject lands; and,
- notice must also be given to those persons or public bodies prescribed by the regulations (i.e. clerk of an upper tier municipality, secretary of every school board and conservation authority, etc.).

Where Council refuses an application to amend the Zoning By-law, it is required to provide notice to the applicant within 15 days of the refusal.

Not later than 20 days after the day that the giving of notice is completed, any of the following may appeal to the Ontario Municipal Board by filing with the City Clerk a notice of appeal setting out the objection to the by-law and the reasons in support of the objection, accompanied by the appeal fee:

- the applicant;
- a person or public body who, before the by-law was passed, made oral submissions at a public meeting or written submissions to Council; and,
- the Minister of Municipal Affairs and Housing.

Upon receipt of an appeal, the City Clerk must forward the appeal, no later than 15 days after the notice of appeal is received, with the prescribed information to the Ontario Municipal Board. The Ontario Municipal Board is then responsible for processing the appeal and the procedure for the giving of notice.

iii) Applications for Draft Plan of Subdivision Approval, and Common Element and Vacant Land Condominium Approval

An owner of land may apply to the City for approval of a draft plan of subdivision. The applicant is required to submit to the City a draft plan of subdivision which must show 12 mandatory items (i.e. the boundaries of the land as certified by an Ontario Land Surveyor, and the location, widths and names of proposed highways within the plan and existing highway which abut land adjacent to the proposed plan of subdivision, etc.). Ontario Regulation 544/06 provides a list of additional information to be provided by the applicant when making application for approval of a draft plan of subdivision including items such as the total number of units, whether municipal or private services will be used, whether storm drainage will be provided by sewers, ditches, swales or other means, etc. Until the City receives the prescribed minimum information, the appropriate number of copies of the proposed plan and fee, the City may refuse to further consider the application.

The City must notify the applicant within 30 days of paying the application fee whether the application is considered complete. Within 15 days of giving notice of a complete application, the City must give notice to the public, in a manner consistent with giving notice of a public meeting, that a complete application has been received by the City.

The City must at least fourteen (14) days prior to making a decision, ensure that a notice of a public meeting is given to those persons or public bodies as prescribed by the *Planning Act* and by posting a sign on the subject lands. The notice requirements are similar to those for official plan and zoning by-law amendments with respect to notifying all land owners by ordinary mail within a minimum of 120 metres of the lands subject of the application. A second option for giving notice is by placing an advertisement in a newspaper that in the opinion of the City Clerk believes is of sufficient general circulation in the area adjoining the lands subject of the application. The notice of public meeting must include basic information as prescribed by the *Planning Act* including date, time and location of the public meeting, a description of the lands to be subdivided, a key map showing the location of the subject lands and the following statement:

"If you wish to be notified of the decision of the City of Vaughan in respect of the proposed plan of subdivision, you must make a written request to the City of Vaughan at 2141 Major Mackenzie Drive, Vaughan, Ontario, L6A 1T1."

These notice provisions of the Planning Act also apply to applications for common element and vacant land condominiums.

Once the City approves or refuses to approve a draft plan of subdivision, the City is required, within 15 days of its decision, to send notice to the applicant, each person or public body that requested notice, and every other prescribed person or public body as set out in the regulations to the *Planning Act*. The City may under the provisions of the *Planning Act* impose an expiry date on an approval, being not less than 3 years from the date of draft plan approval, which may be extended provided that the original time limitation has not lapsed. If there is an appeal, the time limitation will commence on the date the Ontario Municipal Board's decision is issued.

Bill 51 amended the time period for filing an appeal which does not commence until a complete application is received. If the City does not make a decision within 180 days of receiving the application, the applicant may appeal to the Ontario Municipal Board. Bill 51 also restricts those parties that may file a notice of appeal to the applicant, a person or public body who made oral submission at a public meeting or written submissions to the approval authority, the Minister and the municipality in the case of applications to the City of Vaughan. On an appeal, the Ontario Municipal Board may make any decision that the approval authority could have made on the original application. In addition, the applicant or any public body could appeal any condition of draft plan of subdivision approval before approval of the final plan for registration. It is noted that there is no appeal process for a draft plan of condominium, unlike a draft plan of subdivision, provided for in the Planning Act.

Once an appeal is filed, the City must compile and deliver a record to the Ontario Municipal Board and the Board is required to hold a hearing. Notification for the Ontario Municipal Board hearing is administered by the Board.

iv) Notice of Intention to Remove an "(H)" Holding Zone

Notice of the City's intention to pass an amending zoning by-law to remove a Holding Symbol "(H)" from a zoning by-law is required to be given as follows:

- notice shall be given by publishing a notice in the newspaper that, in the opinion of the City Clerk, is of sufficient general circulation in the area where the subject land is located to give reasonable notice of the intention of Council;

OR

- notice shall be given by personal service or ordinary mail to every owner of land in the area where the subject land is located. The owner of land is deemed to be the person shown on the last revised assessment roll of the municipality or on the current provincial land tax roll at the address shown on the roll, but if the clerk of the municipality has received written notice of a change of ownership, the notice shall be given to the new owner instead, on the address set out in the notice. In addition, if a restricted condominium development is located within the area subject of the application, notice may be given to the condominium corporation, according to its most recent address for service or mailing address as registered under Section 7 of the Condominium Act, 1998, instead of being given to all owners assessed in respect of the condominium development; and,
- every person and public body that has given the Clerk a written request for a notice by personal service, mail or fax.

The notice is required to include the following:

- an explanation of the effect of the removal of the Holding Symbol "(H)";
  - a description of the subject lands, a key map showing the subject lands, or an explanation why no description or key map is provided; and
  - a statement of the date on which Council proposes to meet to pass the amending by-law.
- v) Site Development Applications , Applications for Draft Plan of Condominium Approval and Part Lot Control Applications

The *Planning Act* does not require that a notice of public meeting be provided for Site Development, Draft Plan of Condominium (not including common element and vacant land condominiums) and Part Lot Control Applications.

**ATTACHMENT #3**  
**Typical Sign - Current Sign Policy**



**ATTACHMENT #4**  
**PROPOSED CITY OF VAUGHAN SIGN POLICY (MAY 2008)**

**PROPERTY SIGNAGE REQUIREMENTS FOR APPLICATION TO AMEND THE OFFICIAL  
PLAN AND/OR ZONING BY-LAW, AND FOR DRAFT PLAN OF SUBDIVISION, AND COMMON  
ELEMENT AND VACANT LAND CONDOMINIUMS**

---

**CITY OF VAUGHAN SIGN REQUIREMENTS:**

- A. The Applicant is required to install the Official Plan Amendment/Zoning By-law Amendment/ Draft Plan of Subdivision and Draft Plan of Condominium (for Common Element and Vacant Land) notice signs in accordance with the following requirements:

**1. TIMING**

The Notice Sign shall be installed within fourteen (14) days after the date on which the complete application was received by the Development Planning Department. The Owner is required to provide photographic proof and sign the "Sign Declaration" (See Appendix I) that the sign(s) has/have been erected.

**Please note that the processing of the application will not commence until the photographic proof of EACH sign erected and declaration are received and that the application will not be considered complete without this information.**

**2. WORDING**

As part of the application submission package, the applicant shall have completed the proposed wording for the notice sign and the maps shown on the detail titled "Sign Detail." The proposed wording and map for the notice must be reviewed by the Development Planning Department who will review and approve or make the necessary changes and provide acceptable wording to the applicant to use as the wording for the notice sign. However, the basic wording details on the "Sign Detail" must be adhered to, including;

- the type of application and description;
- a listing of the Owner and Agent, and reference to the City contact phone number and file number(s); and,
- a note at the bottom left hand corner of the sign indicating "Date Sign Erected".

**Sample Wording ONLY**

**NOTICE: OFFICIAL PLAN AMENDMENT, ZONING AMENDMENT AND/OR  
DRAFT PLAN OF SUBDIVISION (Capital Letters in bold)**

AN APPLICATION HAS BEEN SUBMITTED TO THE CITY OF VAUGHAN FOR (AN AMENDMENT TO THE OFFICAL PLAN/ZONING BY-LAW/DRAFT PLAN OF SUBDIVISION APPROVAL) TO DEVELOP THIS SITE FOR AN 8-STOREY MIXED USE BUILDING CONSISTING OF GROUND FLOOR OFFICE AND COMMERCIAL USES AND 150 RESIDENTIAL CONDOMINIUM UNITS.

Owner: ABC Ontario Company

Agent: P. Lanning Ltd. (Phone Number)

For further information, phone the City of Vaughan Development Planning Department at (905-832-8585) and refer to file # OP.00.2007.

Date Sign Erected: January 1, 2008

**NOTICE: COMMON ELEMENT OR VACANT LAND CONDOMINIUM** (Capital Letters in bold)

AN APPLICATION HAS BEEN SUBMITTED TO THE CITY OF VAUGHAN FOR A COMMON ELEMENT CONDOMINIUM ON THE SUBJECT LANDS TO DEVELOP THIS SITE WITH COMMON ELEMENTS INCLUDING A PRIVATE DRIVEWAY, 10 VISITOR PARKING SPACES A SIDEWALK, AND A PRIVATE LANDSAPED AMENITY AREA, IN ASSOCIATION WITH AN APPROVED 10 UNIT TOWNHOUSE DEVELOPMENT.

Owner: ABC Ontario Company

Agent: P. Lanning Ltd. (Phone Number)

For further information, phone the City of Vaughan Development Planning Department at (905-832-8585) and refer to file # 19CDM-08V00.

Date Sign Erected: January 1, 2008

**3. LETTERING**

The Notice Sign shall be professionally lettered or silk-screened with the lettering to be in Black on a White background and shall be clearly legible from the street line, as shown on the "Sign Detail".

**4. MAP**

The detail to be shown on the notice sign map depends on the complexity of the development application. The following provides the details to be shown:

For Official Plan Amendment and Rezoning applications not associated with a Plan of Subdivision, and Common Element or Vacant Land Condominium, the following basic information will be shown on the sign:

- subject property outlined in bold and dimensioned (in metric measurement);
- distance from the nearest intersection;
- nearest intersection street names;
- north arrow;
- setbacks (all directions) of proposed building envelope(s) from the property boundary (in metric measurement);
- proposed building envelope(s);
- proposed parking area(s); and
- location of access proposed.

Applications for Official Plan or Zoning By-law Amendment associated with an application for Draft Plan of Subdivision, or a Draft Plan of Subdivision Application will require that the following information be shown on the sign:

- subject property outlined in bold and dimensioned (in metric measurement);
- distance from the nearest intersection;
- nearest intersection street names;
- north arrow; and,
- show collector roads, or main local road (as applicable).

In addition, the map will show all land uses schematically for all types of development applications using the following colour code **AND** each land use shall be labeled:

Land Use	Colour
Detached Dwellings .....	Yellow
Semi-Detached Dwellings .....	Beige
Townhouses .....	Orange

Apartments .....	Brown
Retail and Service Commercial .....	Pink
Automotive Service Commercial .....	Light Purple
Business / Office ... ..	Medium Blue
Prestige Industrial .....	Dark Blue
General Industrial .....	Light Blue
Institutional .....	Red
Open Space .....	Green
Greenbelt .....	Light Green
Utility .....	Grey

**5. SIZE**

The minimum size of the sign shall be as shown on the "Sign Detail", being 2.4 metres wide by 1.2 metres high with a minimum ground clearance of 0.9 metres to a maximum of 1.2 metres ground clearance. The sign is to be mounted to the supports with minimum 12mm hex bolts and nuts with washers on both sides.

**6. LOCATION**

Notice sign(s) shall be located 1.5 m from the property line along each street frontage of the property and midway between the opposing property boundaries, and/or as directed by the Development Planning Department. In addition, a notice sign shall be erected on the lands subject of an application where they abut the end of a street located on adjacent lands. The sign shall be clearly visible and unobstructed from view.

**7. SIGN SUPPORTS**

The sign supports must be able to sustain the weight of the application sign for a considerable period of time and through various climatic conditions (i.e. heavy winds) to ensure that it does not fall over or is damaged. Therefore, the sign must be mounted in a manner to ensure stability. Accordingly, concrete footings are recommended, to be formed against undisturbed and well drained soil to a minimum depth of 1.3 metres with a compressive strength of 25 mpa at 28 days.

**8. MATERIAL**

The notice sign shall be constructed of minimum 20 mm exterior grade plywood panel with horizontal wood stringers to be located behind the top, bottom and centre of the sign panel.

**9. PAINT**

Sign Panels and all structural members shall be painted on all sides and edges with two coats of white exterior type matte finish alkyd (oil based) paint over a suitable primer.

**10. SIGN POLICY AMENDMENTS**

Where a circumstance exists (i.e. within a residential neighbourhood) that compliance with this sign policy is impractical or not possible, amendments will only be considered provided they are reviewed and approved by the Development Planning Department.



## **POLICY STUDY SIGNAGE REQUIREMENTS**

- B. During the preparation of any Terms of Reference for a Policy Study, the City of Vaughan Policy Planning Department shall include as a criteria, the requirement that the consultant/Policy Planning Department determine the appropriateness of erecting a sign(s) and their location(s) and cost, to notify the public of current planning policy studies.

If a sign(s) is determined appropriate, the Terms of Reference for a study shall require that the appropriate location(s), number of sign(s) and cost of the signage (including installation and removal) shall be determined, and incorporated into the study process and budget.

### **1. TIMING**

The Notice Sign(s) shall be installed within fourteen (14) days of the awarding of a contract to a consultant for commencement of the study; or, when the study is to be undertaken by the Policy Planning Department, within fourteen (14) days of Vaughan Council adopting a resolution to commence the study on the commencement of the study.

### **2. WORDING**

The wording on the sign shall include the following:

- the study name (e.g. The Kipling Avenue Corridor Study);
- a brief description of the purpose of the study ;
- a file number(s) , contact person, and a City contact phone number; and,
- a note at the bottom left hand corner of the sign indicating "Date Sign Erected".

#### **Sample Wording ONLY**

**NOTICE: THE KIPLING AVENUE CORRIDOR STUDY** (Capital Letters in bold)

THIS AREA OF KIPLING AVENUE IS CURRENTLY BEING STUDIED TO REVIEW THE APPROPRIATE LAND USES AND POLICIES TO GUIDE FUTURE DEVELOPMENT.

For further information, contact (Planner) at the City of Vaughan Policy Planning Department at (905-832-8585) ext. \_\_\_\_\_ and refer to File # \_\_\_\_\_.

Date Sign Erected: January 1, 2008

### **3. LETTERING**

The Notice Sign shall be professionally lettered or silk-screened with the lettering to be in Black on a White background and shall be clearly legible from the street line, as shown on the "Sign Detail".

### **4. MAP**

A map identifying the study area shall be shown on the sign: The following basic information will be shown on the sign:

- all major study area boundary features including streets, natural features (i.e. valley, woodlot etc.), rail line, park, etc.
- all collector roads within the study boundary area;

The study area shall be outlined in red. All lettering and shall be in black.

### **5. SIZE**

The minimum size of the sign shall be generally as shown on the "Sign Detail". Prior to the commencement of the study, the Policy Planning Department or the selected consultant may adopt an alternative sign size requirement, as may be determined to be appropriate.

**6. LOCATION**

The Terms of Reference for a policy study will include a requirement to determine the appropriate number of signs required to adequately inform the public of the study and their location. If the study is being undertaken by the Policy Planning Department, City Policy Planning Staff shall determine the appropriate number of signs required to adequately inform the public of the study and their location, prior to commencing the study.

In new community areas (including but not limited to Blocks 10, 11, 12, 18, 33W, 39, 40, 47), a requirement will be included in each Terms of Reference prepared for a policy study to determine the appropriateness of using signs to inform the public of a planning study and the requirements to determine strategic locations for the placement of the signs in the context of the available public location placement opportunities. Once the locations are determined, the signs will be erected within 14 days of the selection of the consultant or the commencement of the study. In addition, the number of signs required and the cost of their installation and removal should be reviewed. If the study is being conducted by the Policy Planning Department, the same guidelines will apply. This guideline would apply until such a time as the new community is built out, at which point in time the standard protocol will apply.

**7. SIGN SUPPORTS**

The sign supports must be able to sustain the weight of the application sign for a considerable period of time and through various climatic conditions (i.e. heavy winds) to ensure that it does not fall over or is damaged. Therefore, the sign must be mounted in a manner to ensure stability. Accordingly, concrete footings are generally recommended, to be formed against undisturbed and well drained soil to a minimum depth of 1.3 metres with a compressive strength of 25 mpa at 28 days.

**8. MATERIAL**

The notice sign shall be constructed of minimum 20 mm exterior grade plywood panel with horizontal wood stringers to be located behind the top, bottom and centre of the sign panel.

**9. PAINT**

Sign Panels and all structural members shall be painted on all sides and edges with two coats of white exterior type matte finish alkyd (oil based) paint over a suitable primer.

**10. SIGN REMOVAL**

The sign(s) advertising a policy study shall be removed within fourteen (14) days of the final approval of an Official Plan Amendment, or an implementing Zoning By-law Amendment (as may be required).

**APPENDIX I**  
**SIGN DECLARATION**  
**POSTING OF SIGNS**

**(To be completed by the Applicant or Authorized Adjacent)**

I hereby certify that the required notice sign(s) has been installed in accordance with the City of Vaughan Sign Policy. The sign(s) was/were posted at a prominent location at (provide location & street name) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

on \_\_\_\_\_ (date of posting).

Application No: OP. \_\_\_\_\_ (Official Plan Amendment)

Z. \_\_\_\_\_ (Zoning By-law Amendment)

19T- \_\_\_\_\_ (Draft Plan of Subdivision)

19CDM- \_\_\_\_\_ (Common Element & Vacant Land Condominium only)

I agree to maintain the required notice sign(s) in good condition (in both structure and paint work), to the satisfaction of the City of Vaughan throughout the processing of the application(s) and in accordance with the requirements outlined on the "Sign Detail". I further agree to remove the sign(s) within seven (7) days after one of the following events:

- a) the application(s) is/are approved or refused by Council and there is no appeal; or lapses; or is withdrawn; or
- b) the application(s) is/are approved or refused by the Region of York or the Ontario Municipal Board.

Signature of Owner or Authorized Agent: \_\_\_\_\_

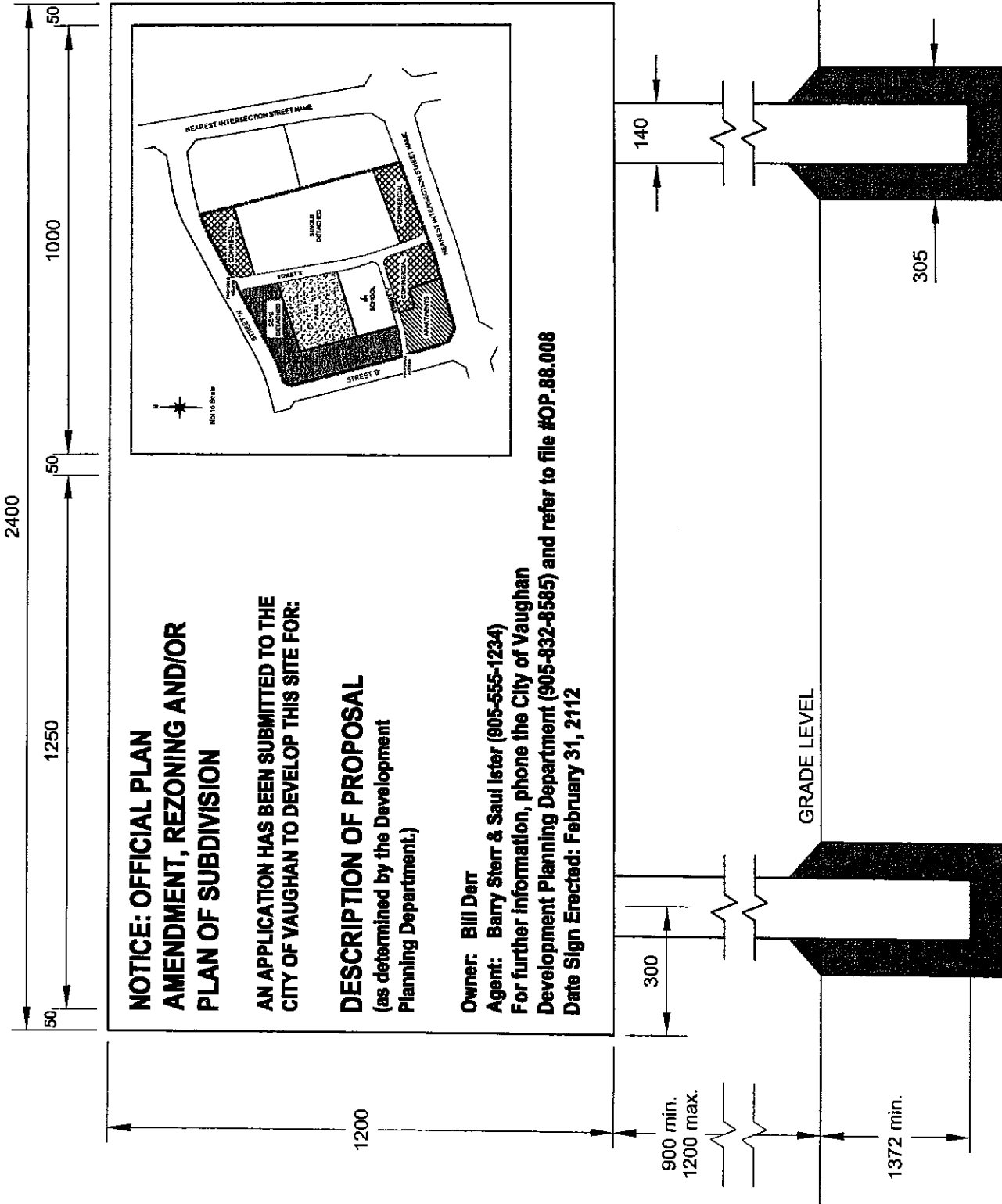
Name of Signatory (Please Print): \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**PHOTO**

(Please provide photographic proof of **EACH** installed sign(s).



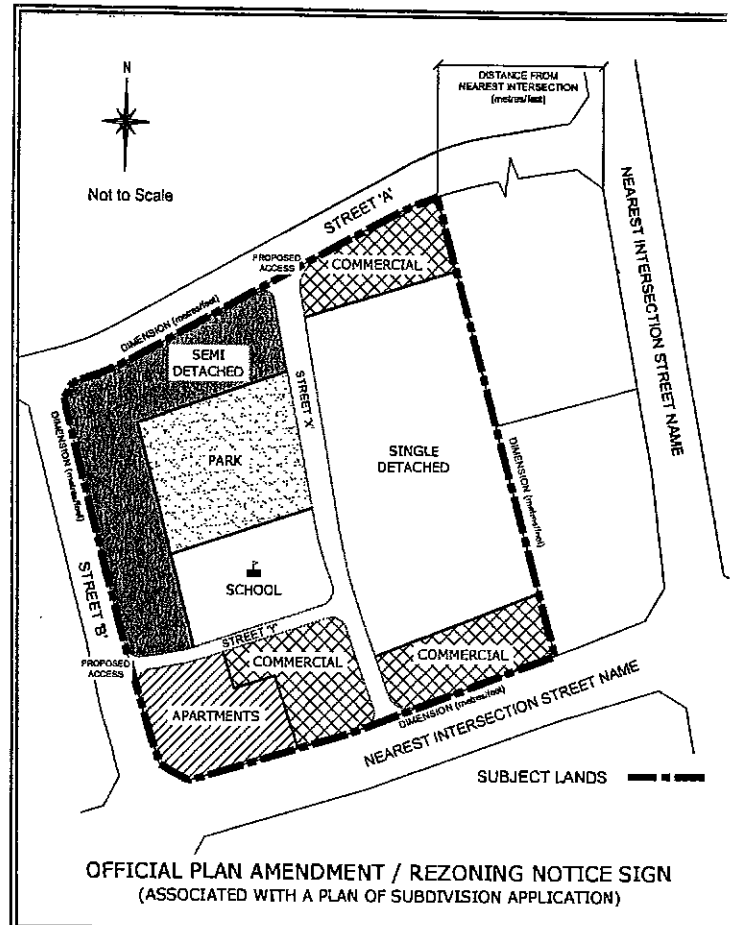
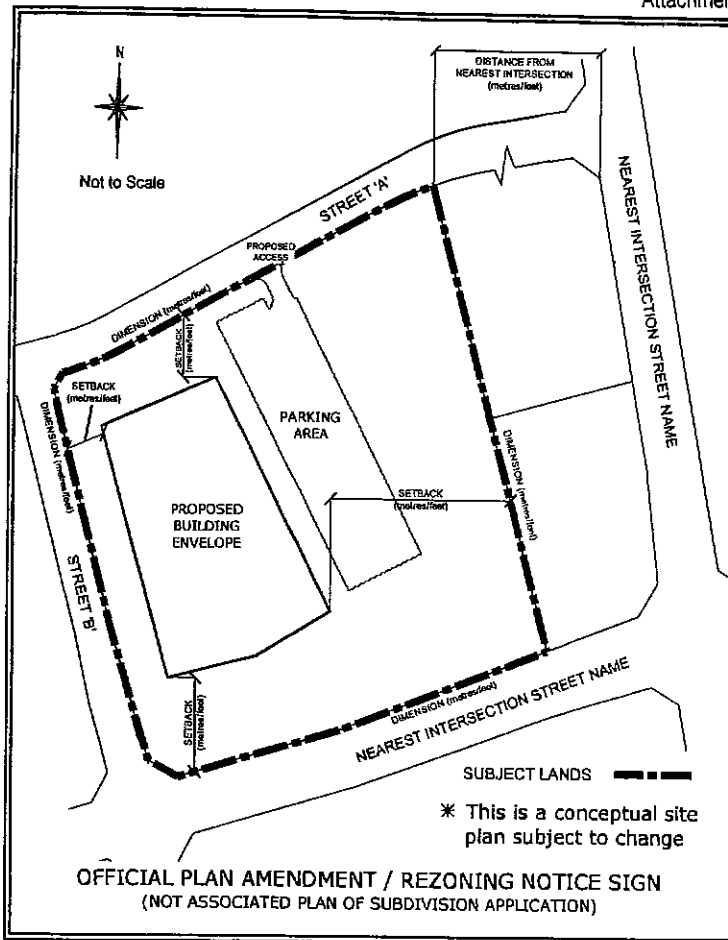
ENTERING MUST BE CLEARLY VISIBLE FROM THE STREET

RIC  
DIMENSIONS IN MILLIMETRES

**City of Vaughan**  
*The City Above Toronto*

## SIGN DETAIL

EFF. DATE:	SCALE: N.T.S.
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## SIGN SPECIFICATIONS

- The notice sign shall be located 1.5m from the property line along each street frontage of the property, and midway between property boundaries. The sign shall be erected at a location ensuring safe sight lines at intersections, driveways, etc.
- Approval of the wording of the message and sign location is required from the Development Planning Department prior to installation.
- All aspects of the preparation and installation of the sign to be done in a workmanlike manner.
- Signs may, at the discretion of the Building Standards Department, be surface mounted in a manner ensuring stability.
- Sign to be mounted to supports at locations indicated with 12mm hex head bolts and nuts with flat washers both sides. The notice sign shall be 20mm exterior grade plywood.
- The notice sign panels and structural members shall be painted on all sides with two coats of exterior matte finish alkyd paint over suitable primer. Lettering to be black on a white background.
- All concrete footings to be formed against undisturbed, well drained soil.
- Concrete shall have a compressive strength of 25 mpa at 28 days.
- Comply with all other applicable provisions of the Ontario Building Code (O. Reg. 403 / 97) or as amended.

## **ATTACHMENT #5 - ORIGINAL NOTICE OF PUBLIC HEARING**

### **NOTICE OF PUBLIC HEARING**

**APPLICANT:** ABC Ontario Ltd.

**SUBJECT FILE:** Z.07.000

**DESCRIPTION:**

- Southeast corner of Keele Street and McNaughton Road
- Block 96 on Plan 65M-3784, in Part of Lot 22, Concession 3, City of Vaughan
- Designated "Office Commercial" by OPA #350 (Maple Community Plan)
- Zoned C4 Neighbourhood Commercial Zone by By-law 1-88, subject to Exception 9(1171)

**APPLICATION:** The Owner has submitted a Zoning By-law Amendment application to amend the site-specific C4 Neighbourhood Commercial Zone provisions under Exception 9(1171), to permit a 3-storey, 10,892 m<sup>2</sup> mixed use commercial and residential building that will comprise 95 residential condominium apartment units and 1,073 m<sup>2</sup> of ground floor area for commercial uses (office and retail).

The Owner has also submitted a corresponding site plan application for the subject property (File DA.00.000).

Additional information may be obtained from Planner of the Development Planning Department at 905-832-8585, Extension 8210.

A Hearing to receive public input on the proposal will be held on:

**MONDAY, JANUARY 21, 2008 at 7:00 pm**  
**CIVIC CENTRE COUNCIL CHAMBERS**  
**2141 MAJOR MACKENZIE DRIVE, VAUGHAN, ONTARIO L6A 1T1**

Comments may also be mailed to the Development Planning Department at the same address, or faxed to 905-832-6080, prior to the hearing (please quote file name and number). Any personal information in a written comment is collected under the legal authority of the Planning Act, RSO 1990, Chapter p13 (as amended), and may be disclosed to any individual.

**JOHN ZIPAY, Commissioner of Planning**  
**SYBIL FERNANDEZ, Deputy City Clerk**

### **NOTE**

The Provincial Planning Act provides that:

If a person or public body who wants to appeal a Zoning By-law or an Official Plan Amendment does not speak at the public meeting or does not provide a written submission to the City of Vaughan before the by-law is passed or the Plan is adopted, the Ontario Municipal Board may dismiss the appeal.

**DATED** at the City of Vaughan this 31<sup>th</sup> day of August, 2007.

## ATTACHMENT #6 REVISED PUBLIC MEETING NOTICE



*The City Above Toronto*

City of Vaughan  
Logo Added

Title Changed to Notice of a  
"Public Meeting" Instead of  
"Public Hearing"

Date, Time and Place  
of Public Meeting  
Clearly Identified

### NOTICE OF A PUBLIC MEETING

A public meeting to receive input on the following planning application(s) will be held on:

**MONDAY, JANUARY 21, 2008 at 7:00 pm**  
**at**  
**CIVIC CENTRE COUNCIL CHAMBERS**  
**2141 MAJOR MACKENZIE DRIVE, VAUGHAN, ONTARIO L6A 1T1**

**PROPERTY:** 10197 & 10211 Keele Street (southeast corner of Keele Street and McNaughton Road),  
City of Vaughan.

Municipal Property Address Used Instead of Lot,  
Plan & Concession Numbers

**APPLICATION:** To amend the City of Vaughan Zoning By-law 1-88 to develop the property with a 3-storey building with 1,073 m<sup>2</sup> of ground floor commercial uses (office and retail) and a total of 95 residential condominium apartment units on the 2<sup>nd</sup> and 3<sup>rd</sup> floors.

**APPLICANT:** ABC Ontario Ltd.

**FILE NUMBER(S):** Z.07.000

**CONTACT:** Additional information may be obtained from (Planner) of the Development Planning Department at 905-832-8585, Extension \_\_\_\_.

Contact  
Person Clearly  
Identified

Description of  
Proposal  
Simplified

Comments may also be mailed to the Development Planning Department at the same address, or faxed to 905-832-6080, prior to the hearing (please quote file name and number). Any personal information in a written comment is collected under the legal authority of the Planning Act, RSO 1990, Chapter p13 (as amended), and may be disclosed to any individual.

**JOHN ZIPAY, Commissioner of Planning**  
**SYBIL FERNANDEZ, Deputy City Clerk**

#### NOTE

The Provincial Planning Act provides that:

If a person or public body who wants to appeal a zoning by-law or an Official Plan Amendment and does not speak at the public meeting or does not provide a written submission to the City of Vaughan before the by-law is passed or the Plan is adopted, the Ontario Municipal Board may dismiss the appeal.

**DATED** at the City of Vaughan this 31<sup>st</sup> day of December, 2007.

**ATTACHMENT #7**

**DECLARATION**

**DELIVERY OF NOTICE OF PUBLIC MEETING**

**(To be completed by the applicant)**

I hereby certify that the required notice(s) of a public meeting respecting the files identified below have been hand delivered door-to-door to the address(es) identified on Schedule 1 to this Declaration, in compliance with the City of Vaughan Notice of Public Hearing Delivery Policy. I hereby certify that a copy of the Notice of a Public Meeting respecting the following:

File Number(s): \_\_\_\_\_

i) Was delivered by: \_\_\_\_\_  
Name of Person(s) (Please Print)

ii) Was delivered on: \_\_\_\_\_  
Date and Approx. Time of Delivery (Min. 20 days prior to Public Meeting)

iii) Was delivered to: Attach a separate sheet (Schedule 1) identifying the municipal address (es) of the property (ies) that the Notice of a Public Meeting was delivered to. If a municipal address is unavailable, identify the Lot and Plan Numbers.

Name of Owner: \_\_\_\_\_  
(Please Print)

Signature of Owner: \_\_\_\_\_

I, \_\_\_\_\_ of the \_\_\_\_\_  
of \_\_\_\_\_ in the \_\_\_\_\_  
of \_\_\_\_\_, solemnly declare that:

All above statements contained in all of the exhibits transmitted herewith, are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

DECLARED before me at the \_\_\_\_\_  
of \_\_\_\_\_ in the \_\_\_\_\_  
\_\_\_\_\_ of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF OWNER OR AGENT

\_\_\_\_\_  
LOCATION OF COMMISSIONER OF  
OATH'S STAMP OR SIGNATURE

Personal information on this form is collected under the legal authority of the Planning Act, R.S.O. 1990, Chapter P.13 (as amended) and Regulations thereto. This information will be used to process this application. Questions about this collection of information should be directed to the Manager of Development Planning, 2141 Major Mackenzie Drive, Vaughan, Ontario L6A 1T1 (905) 832-8585.



**DECLARATION**  
**DELIVERY OF NOTICES OF PUBLIC MEETINGS**

### Schedule 1

The Notice of a Public Meeting was delivered to the following municipal addresses and / or Lot & Registered Plan Number. Complete the following or attach a separate sheet.

[illegible]

### Hand Delivery of Notices of a Public Meeting Policy

The Hand Delivery of Notices of a Public Meeting (Notice) shall apply in new community areas (including but not limited to Blocks 10, 11, 12, 18, 33W, 39, 40, 47) where dwellings have been constructed and the homeowner(s) has not occupied the dwelling or their name(s) does not appear on the municipal assessment rolls at the time when the Notices are required to be mailed in accordance with the requirements of the Planning Act.

1. The Development Planning Department shall provide the Owner with an original copy of the Notice and a map illustrating the properties to which a Notice shall be hand delivered by the Owner, or an individual authorized by the Owner, in accordance with the Notification for Planning Applications Protocol.
2. The Owner shall make the required number of copies of the Notices.
3. The Owner shall hand deliver (door-to-door) the Notice to each property as directed by the Development Planning Department and shall ensure that the Notice is:
  - i) placed in an envelope addressed to the "Owner / Occupant". The envelope shall be blank and not bare any company logos;
  - ii) placed in an area that is clearly visible by the property Owner and protected from the elements (i.e. rain, wind, snow) including: a mailbox if available, the door handle, between the door and door frame, door threshold, etc;
  - iii) delivered a minimum of 20 days prior to the date of the Public Meeting.
4. Upon delivery of the Notices, the Owner shall complete the Delivery of Notice of a Public Meeting Declaration and return it to the Development Planning Department within 5 business days of the date that the Notice was delivered.

**Summary - Notification Comparison Chart**  
**Planning Act, Current Vaughan Procedures, Proposed Notification Procedures**

Official Plan and Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium (Common Element and Vacant Land Only) Applications			
	Planning Act	Current Vaughan Procedure	Proposed Vaughan Procedure
<b>Notification Area (Minimum)</b>	120 m	120 m	150 m
<b>Newspaper Notification</b>	Optional	Not Provided*  * A newspaper advertisement may be used at the discretion of the Planning Department  *Used For City-wide Municipal Land Use Studies, etc.	Abbreviated Notice on the "City Page" with reference to City's Website where the full notice is posted; or
<b>Sign Posted on Property</b>	Required	Required	Required (larger sign with map and other minimum standards)
<b>Re-Notification for:</b>  <b>i) Revised Applications</b>	Council's Discretion* <sup>1</sup>  * Applies to Zoning Amendment Applications (Section 34(17))  <sup>1</sup> OPA and Subdivision Applications – OMB on its own initiative or on a motion by the municipality can consider new information and material if it is determined that it could have materially affected Council's decision	Council's Discretion	Will be required, for applications where the nature of the application has changed (i.e. land use, building height, density, etc.)
<b>ii) Older Applications</b>	Not Required	Not Required	Required for all applications not considered by the Committee of the Whole within two (2) years of the original public meeting

<u>Official Plan and Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium (Common Element and Vacant Land Only) Applications</u>			
	<b>Planning Act</b>	<b>Current Vaughan Procedure</b>	<b>Proposed Vaughan Procedure</b>
<b>Public Meeting Notice Posted on City's Website</b>	No	No	Yes
<b>Notification of Committee of the Whole Meeting</b>	Not Required	Courtesy Notice Provided	Provide Courtesy Notice
<b>Notification Area Expanded When Practical (i.e. Capture Landowners on an Entire Block)</b>	Not Required	Yes	Yes
<b>Ward Committee or Community Meetings Used To Facilitate Public Participation</b>	Not Required	As Directed By Council	As Directed By Council
<b>Public Meeting Notices Provided To Access Vaughan</b>	N/A	No	Yes
<b>Notice Sent to Registered Ratepayer Associations</b>	Not Required	Yes	Yes
<b>Public Notice Format</b>	Information prescribed by the Planning Act must appear on the Notice	Includes all information prescribed by the Planning Act	Simplified wording and improved graphics in addition to the information prescribed by the Planning Act

**Policy Planning Studies**

	<b>Planning Act</b>	<b>Current Vaughan Procedure</b>	<b>Proposed Vaughan Procedure</b>
<b>Notification Requirement</b>	<p><u>Open House and Public Meeting</u></p> <p>Open house to be held no later than 7 days before a public meeting. Public Meeting to be held with a minimum 20 days notice. Notice to be provided by either mail to every landowner within 120m of the subject lands and posting a sign or by publishing a newspaper advertisement.</p> <p><u>Additional Notification</u></p> <p>Notification to any person / body requesting notice plus those identified in the Planning Act (i.e. secretary treasurer of school board, utilities, etc).</p>	<p><u>Open House and Public Meeting</u></p> <p>Open house and public meeting to be held in accordance with Planning Act. Often, more than one open house or public meeting is held. Notice, to be provided by publishing a newspaper advertisement. Letters may be sent to each land owner in the vicinity of study area depending on the scale of the study.</p> <p><u>Additional Notification</u></p> <p>Additional notification provided in accordance with the Planning Act.</p> <p>Notice to all Ratepayer Associations.</p> <p>Utilize City's Website to provide notice.</p> <p>Utilize workshops, charettes and public information sessions as appropriate.</p>	<p><u>Open House and Public Meeting</u></p> <p>Comply with the requirements of the Planning Act.</p> <p>Maintain current Vaughan Procedure.</p> <p>Include in the Terms of Reference for a study the requirement for sign / poster advertisement to be reviewed, including the appropriateness of posting a sign / poster, their number, location and cost. .</p> <p><u>Additional Notification</u></p> <p>Comply with the requirements of the Planning Act.</p> <p>Maintain current Vaughan procedures.</p> <p>Advertise open house, public meetings and all key milestone events in the City community centres and libraries, as appropriate.</p> <p>Large scale policy initiatives may include an advertising campaign (i.e. Vaughan Tomorrow)</p> <p>Develop and maintain an electronic registry of interest groups / parties wishing to be notified of planning policy initiatives.</p>

## PUBLIC NOTICE

### NOTICE OF PUBLIC HEARING OF CALGARY CITY COUNCIL PLANNING MATTERS

To be held at the Council Chamber, Calgary Municipal Building, 800 Macleod Trail SE, on Monday, 2008 April 14, commencing at 9:30 a.m.

In accordance with the Freedom of Information and Protection of Privacy Act, a copy of the proposed bylaws and documents available relating to these items may be inspected by the public during office hours, 8:00 o'clock in the morning to 4:30 o'clock in the afternoon, Monday to Friday at the Office of the City Clerk, Corporate Records Section, located on the main St. level of the Administration Building, 313 - 7 Ave. SE.

Any person wishing to submit a letter, petition or other communication concerning these matters may do so provided they are printed, typewritten or legibly written. Only those submissions received by the City Clerk not later than 10:00 o'clock in the morning of THURSDAY, 2008 April 03, shall be included in the Agenda of Council. Late submissions will not be accepted in the City Clerk's Office. Submissions must be addressed to:

Office of the City Clerk,  
The City of Calgary,  
700 Macleod Trail S, P.O. Box 2100, Postal Station "M",  
Calgary, Alberta T2P 2M5

Submissions may be hand delivered, mailed, faxed to 268-2382, or emailed to [cityclerk@calgary.ca](mailto:cityclerk@calgary.ca).

Submissions received by the published deadline will be included in the Council Agenda, and will only be used for City Council's consideration of the issue before them. If you have any questions with regard to the use of this information, you may contact the Council Clerk at 268-5861.

Any person who wishes to address Council on any matter mentioned herein may do so for a period of FIVE MINUTES. The five (5) minutes shall be exclusive of any time required to answer questions. Contact the Council Clerk at 268-5861 for further information.

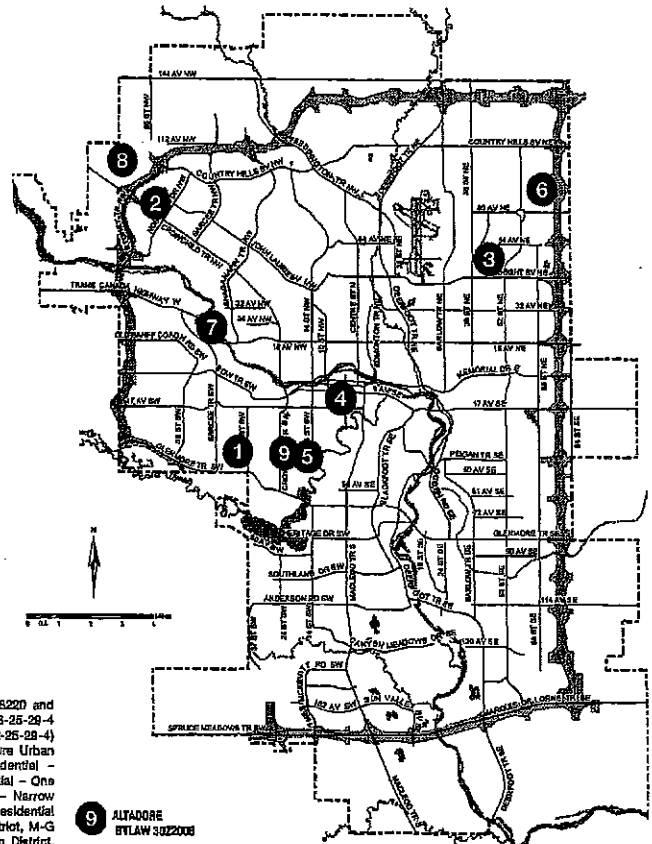
Anyone wishing to distribute additional material at the meeting shall supply the City Clerk with thirty-five (35) copies at the time of presentation. It should be noted that such additional material will require the approval of the Mayor before distribution to Members of Council.

If the Public Hearing is still in progress at 9:30 o'clock in the evening, Council may conclude the matter under discussion at that time. Upon conclusion of the matter, Council shall recess and reconvene at 1:00 o'clock in the afternoon of the next business day, unless otherwise directed by Council.

Diana Garner, CITY CLERK

The uses and rules that apply to different land use designations are found in the Land Use Bylaw 2P80 or Land Use Bylaw 1P2007 (approved, effective June 1, 2008) as indicated in the Advertisement, except those for the DC District which are available from Development and Building Approvals.

Please direct questions with regard to the matters mentioned herein to Development and Building Approvals at 268-6774.



#### LAND USE REDESIGNATION

##### 1. CLAMORGAN BYLAW 2222008

To redesignate the land located at 4211 Richmond Road SW (Plan 567TH, Block 2, Lots 18 to 22) from DC Direct Control District to RM-4 Residential Medium Density Multi-Dwelling District. (Bylaw 2P80)

##### BYLAW 1202008

To redesignate the land located at 4211 Richmond Road SW (Plan 567TH, Block 2, Lots 18 to 22) from DC Direct Control District to MC-1 Multi-Residential - Contextual Low Profile District. (Bylaw 1P2007)

##### 2. ARBOUR LAKE BYLAW 2322008

To redesignate the land located at 600 Crowfoot Crescent NW (Plan 0013088, Block 3, Lot 21) from DC Direct Control District to DC Direct Control District to accommodate offices, retail stores, personal service businesses, medical offices, restaurant - food service only, restaurant - licensed, child care facilities, financial institutions and laboratories in a comprehensively designed office building. (Bylaw 2P80)

To redesignate the land located at 508 Crowfoot Crescent NW (Plan 0013088, Block 3, Lot 21) from DC Direct Control District to DC Direct Control District to accommodate offices, retail stores, personal service businesses, medical offices, restaurant - food service only, restaurant - licensed, child care facilities, financial institutions and laboratories in a comprehensively designed office building. (Bylaw 1P2007)

##### 3. WESTWINDS BYLAW 2422008

To redesignate the land located at 3730 and 3750 Westwinds Drive NE (Plan 0410759, Block 5, Lots 4 and 5) from DC Direct Control District to DC Direct Control District to accommodate additional uses and increase height and floor area ratio. (Bylaw 2P80)

##### BYLAW 1302008

To redesignate the land located at 3730 and 3750 Westwinds Drive NE (Plan 0410759, Block 5, Lots 4 and 5) from DC Direct Control District to R-1B9.019 Industrial - Business District to accommodate additional uses and increase height and floor area ratio. (Bylaw 1P2007)

##### 4. BELTLINE BYLAW 2522008

To redesignate the land located at 1023 - 12 Avenue SW (Plan A1, Block 83, Lot 9) from RM-7 Residential High Density Multi-Dwelling District to DC Direct Control District to accommodate commercial conversion (office uses) within the existing building on site. (Bylaw 2P80)

To redesignate the land located at 1023 - 12 Avenue SW (Plan A1, Block 83, Lot 9) from RM-7 Residential High Density Multi-Dwelling District to DC Direct Control District to accommodate commercial conversion (office uses) within the existing building on site. (Bylaw 1P2007)

##### 5. ALTADORE BYLAW 2622008

To redesignate the land located at 3550 Garrison Gate SW (Plan 0411825, Block 7, Lot A) from DC Direct Control District to DC Direct Control District to accommodate an outdoor café for an existing licensed restaurant. (Bylaw 2P80)

To redesignate the land located at 3550 Garrison Gate SW (Plan 0411825, Block 7, Lot A) from DC Direct Control District to DC Direct Control District to accommodate an outdoor café for an existing licensed restaurant. (Bylaw 1P2007)

##### 6. SANDERIDGE / YARDALE BYLAW 2722008

To redesignate the land located at 5220 and 7410 - 68 Street NE (SW 1/4 Section 18-25-26-4 and a portion of NW 1/4 Section 12-25-26-4) from UR Urban Reserve District to R-1 Residential - Single-Detached District, R-1A Residential - Narrow Lot Single-Detached District, R-2A Residential - Low Density District, RM-1 Residential - Low Density Multi-Dwelling District, RM-4 Residential - Medium Density Multi-Dwelling District, RM-5 Residential - Medium Density Multi-Dwelling District, PE Public Park, School and Recreation District, PS Public Service District and C-1A Local Commercial District. (Bylaw 2P80)

##### BYLAW 1402008

To redesignate the land located at 5220 and 7410 - 68 Street NE (SW 1/4 Section 12-25-26-4 and a portion of NW 1/4 Section 12-25-26-4) from R-FUD Special Purpose - Future Urban Development District to R-1 Residential - One Dwelling District, R-1A Residential - One Dwelling District, R-1B Residential - Narrow Parcel One Dwelling District, R-2M Residential - Low Density Multiple Dwelling District, M-G Multi-Residential - At Grade Housing District, M-1d125 Multi-Residential - Low Profile District, M-2 Multi-Residential - Medium Profile District, C-1 Commercial - Community 1 District, S-SPR Special Purpose - School, Park and Community Reserve District and S-CRI Special Purpose - City and Regional Infrastructure District. (Bylaw 1P2007)

##### 7. MONTGOMERY BYLAW 2822008

To redesignate the land located at 1404 Home Road NW (Plan 3703GW, Block 4, Lot 3) from R-2 Residential Low Density District to DC Direct Control District to accommodate the additional discretionary use of a service organization. (Bylaw 2P80)

##### BYLAW 2102008

To redesignate the land located at 1404 Home Road NW (Plan 3703GW, Block 4, Lot 3) from R-2 Residential - Contextual One/Two Dwelling District to S-C1 Special Purpose - Community Institution District. (Bylaw 1P2007)

##### 8. ROCKY RIDGE BYLAW 2922008

To redesignate the land located at 10715 Rocky Ridge Boulevard NW (Plan 9810888, Block 7, Lot 1) from DC Direct Control District to DC Direct Control District to accommodate a special care facility. (Bylaw 2P80)

##### BYLAW 2202008

To redesignate the land located at 10715 Rocky Ridge Boulevard NW (Plan 9810888, Block 7, Lot 1) from DC Direct Control District to M-X1 Multi-Residential - Low Profile Support Commercial District. (Bylaw 1P2007)

##### 9. ALTADORE BYLAW 3022008

To redesignate the land located at 1702, 1708, 1712, 1716, 1720 and 1724 - 38 Avenue SW (Plan 3092P, Lots 1 to 12) from RM-2 Residential Low Density Multi-Dwelling District to RM-4 Residential Medium Density Multi-Dwelling District. (Bylaw 2P80)

##### BYLAW 2302008

To redesignate the land located at 1702, 1708, 1712, 1716, 1720 and 1724 - 38 Avenue SW (Plan 3092P, Lots 1 to 12) from M-CG3/2 Multi-Residential - Contextual Grade Oriented District to M-C1 Multi-Residential - Contextual Low Profile District. (Bylaw 1P2007)

##### AMENDMENTS TO THE SOUTH CALGARY/ ALTADORE AREA REDEVELOPMENT PLAN BYLAW 17P2008

The proposed amendment to the South Calgary/Altadore Area Redevelopment Plan would change the policy to accommodate a change in land use from Low Density Multi-Unit to Medium Density. For further information, please call 268-4864.

##### AMENDMENTS TO THE MONTGOMERY AREA REDEVELOPMENT PLAN BYLAW 19P2008

This amendment for the Montgomery Area Redevelopment Plan proposes redesignating the subject site to Special Purpose-Community Institution District to accommodate a service organization as a discretionary use. For further information, please call 268-3480.

##### AMENDMENTS TO THE LAND USE BYLAW 1P2007 BYLAW 47P2008

The proposed amendments to the Land Use Bylaw 1P2007 are to clarify, correct and add in the implementation of the Land Use Bylaw. For further information, please call 268-8047.

##### AMENDMENTS TO THE LAND USE BYLAW 1P2007 BYLAW 48P2008

The proposed amendments to the Land Use Bylaw 1P2007 are to correct grammar, spelling, punctuation, numbering, formatting and technical errors. For further information, please call 268-8047.

##### AMENDMENTS TO THE LAND USE BYLAW 1P2007 BYLAW 49P2008

The proposed amendments to the Land Use Bylaw 1P2007 change the requirements for notice posting of proposed developments. For further information, please call 268-3243.

##### AMENDMENTS TO THE LAND USE BYLAW 1P2007 BYLAW 50P2008

The proposed amendment to the Land Use Bylaw 1P2007 prevents vehicles from accessing an attached private garage at the rear of a Contextual Single Detached Dwelling from the lane. For further information, please call 268-3243.

##### NON STATUTORY PLANNING PRINCIPLES TO GUIDE THE LOCATION OF SPECIAL CARE FACILITIES AND NON- MARKET HOUSING

City Council will hold a public hearing to consider and to adopt, by resolution the Planning Principles and Additional Measures to Guide the Location of Special Care Facilities, Shelters, and Non-Market Housing in order to provide site selection and site development criteria to address potential neighbourhood interface and impact issues. For further information, please call 268-8065.

## PUBLIC NOTICE - Notice of Public Hearing of Calgary City Council Planning Matters

APPLICANT:  
CITY OF VAUGHAN

**City of  
Vaughan**  
*The City Above Toronto*

Development Planning Department

## Attachment

FILE No.: 12.29

April 25, 2008

LOCATION: CITY WIDE

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