

**COMMITTEE OF THE WHOLE (WORKING SESSION) JANUARY 12, 2009**

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

**Recommendation**

The Commissioner of Planning recommends:

1. THAT a Public Meeting be held to:
  - i) amend the public notification procedures outlined in OPA #478, specifically to increase the minimum public notification area for a planning application requiring a public meeting from 120 m to 150 m; and,
  - ii) amend Zoning By-law 1-88, specifically to permit a temporary sales office for the sale of or the taking of reservations for the purchase of residential units in a residential apartment condominium building only when the zoning is in place, whereas By-law 1-88 currently permits sales and reservations when the Official Plan is in effect.
2. 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:
    - a) planning applications requiring a public meeting, including:
      - 150 m notification area;
      - a new signage policy;
      - posting notices on the City's website; and,
      - the hand delivery of notices in new areas;
    - b) policy planning studies, including:
      - the Terms of Reference for each study shall review and identify signage opportunities within the study area and shall require an implementation plan (including new development areas);
      - utilizing an electronic registry to notify stakeholder at all key milestone events during a study; and,
      - the posting of notices in community facilities.
  - ii) that Council adopt the "Sign Policy" as shown on Attachment #2, identifying the City's requirements for a notice sign to inform the public of planning applications and policy planning studies, which includes:
    - a) a larger sign size;
    - b) simplified wording; and,
    - c) a map illustration of the application;
  - iii) 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 meeting notices respecting planning applications and policy studies;

- iv) that a revised public meeting notice as shown on Attachment #3 that is more "reader friendly" be used to notify the public of a planning application and of a policy planning study;
  - v) that a new public meeting be considered 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 after being considered at a previous public meeting;
    - b) 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 height; and,
    - c) in respect of a) and b) above, the Development Planning Department shall prepare a brief report to Council outlining the rationale for a new public meeting and that Council will make the final decision with respect to holding a further public meeting;
  - vi) that the notice of a public meeting respecting a planning application(s) or a policy study(ies) shall be:
    - a) posted for public viewing and information on the City's website in accordance with the minimum time frames prescribed in the Planning Act;
    - b) that the website shall include a "hot link" to the notices; and,
    - c) previous notices shall be archived on the City's website.
  - vii) that Ward Sub-Committee and community meetings continue to be used as a tool for engaging the public in the planning process, as directed by Council; and,
  - viii) 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.
3. THAT the Legal Services and Building Standards Departments be directed to initiate an amendment to the City's Sign By-law 203-92 (Consolidated By-law) to require that prior to applying for or erecting an advertising sales sign(s) for the taking of reservations or sale of residential units, for a residential apartment condominium building, that the necessary zoning be in place to facilitate a proposed development.
4. THAT the Development Planning Department prepare an evaluation report on the new notification procedures for a future Committee of the Whole meeting, within two years after the full implementation of the approved notification procedures, but not later than the summer of 2011.

### **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 #2, 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 City initiated policy planning 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 as may be determined through the approved Terms of Reference for a 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."

A report in respect of Council's motion was considered by the Committee of the Whole (Working Session) on May 27, 2008.

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

#### a) Committee of the Whole (Working Session)

On May 27, 2008, the Committee of the Whole (Working Session) considered a comprehensive report (Attachment #7 - Councillors only) from the Commissioner of Planning respecting the Public Hearing Notification for Planning Applications including various options, and adopted the following motion, which was ratified by Council on June 11, 2008:

- "1. That the recommendation contained in the following report of the Commissioner of Planning, dated May 27, 2008, be received and referred to staff to bring back a further report to a future Committee of the Whole (Working Session) meeting addressing Members of Council's comments; and,
2. That additional recommendations respecting on-site advertising promotional signage relating to development applications be brought forward to a future Committee of the Whole (Working Session) meeting, specifically with respect to but not limited to the following:

- i) the timing of the placement anywhere in the municipality of any promotional signage in relation to the development approval process as it unfolds at a given site;
- ii) the location and size of such signage; and,
- iii) the opening and operation of any office on-site, adjacent thereto, or anywhere else in the municipality, for the sale of units or the taking of reservations for the purchase of units that are planned components of the project.”

In addition to the resolution adopted by Council on June 11, 2008, Members of Council, at the May 27, 2008 Committee of the Whole Working Session CW(WS) Meeting made other comments that are discussed below and a suggested course of action for each is provided.

b) Older and Revised Applications

The report considered by the CW(WS) on May 27, 2008, suggested that a new public meeting be held when a planning application is changed, for example to increase the density of a project or the building height, or when an application has not been considered by the Committee of the Whole within two (2) years after being considered at a public meeting. The report also suggested that a new public meeting be held if in the opinion of the Development Planning Department it is warranted.

The CW suggested that Council should decide if a new public meeting is required. This is consistent with OPA #478, which states that Council shall determine whether or not a further public meeting should be held where a proposal is changed after the public meeting. It is suggested that when a new public meeting is being considered, that the Development Planning Department prepare a brief report to Council outlining the rationale for holding a new public meeting for Council's decision and direction.

c) 150 m Notification Area

The May 27, 2008 CW(WS) report suggested that the minimum notification area for all planning applications requiring a public meeting be increased from 120 m, as required by the *Planning Act*, to 150 m. This 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).

At the CW(WS) meeting, it was suggested that criteria should be established for the purposes of further increasing the notification area beyond 150 m, based on the scale of the development proposal. 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 increasing the notification area beyond 120 metres. In each case, the Development Planning Department was advised that they do not have a written policy or 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.).

Increasing the notification area beyond 150 m for all planning applications based on criteria such as the height or scale of a development raises a number of issues including:

- increased costs (i.e. postage, staff resources, etc.);
- the arbitrary nature of the criteria; for example is the notification area increased for a 6, 8, 10 storey building?

- what is the appropriate notification area (i.e. 200 m, 250 m, 300 m?)
- should the circulation area be varied based on the land use and scale of the proposal? and,
- is the increased notification appropriate given the local context? (i.e. a proposed 8 storey building in the Corporate Centre would not necessarily require additional notification, whereas the same building in the Kleinburg Heritage Conservation District may warrant broader notification).

Increasing the notification area for all planning applications requiring a public meeting from 120 m to 150 m, combined with all the other improvements suggested in this report, would broaden the number of people notified of an application and the opportunity for public participation. This approach is also consistent for all applications and easily administered. Council would still have the opportunity to direct that a further public information/community meeting(s) be held as may be warranted.

Accordingly, the May 27, 2008 recommendation to increase the public notification area from 120 m to 150 m for all planning applications requiring a public meeting is maintained.

d) City Website

On May 27, 2008, the Development Planning Department recommended that the City's website be utilized to advertise planning applications, specifically by posting a copy of each notice on the City's website. A few suggestions were made by Council with respect to this initiative.

Firstly, Council suggested that a "hot-link" be provided on the City's Home Page that would link a user directly to the Public Meeting Notices. This would avoid having to "navigate" through the website to find the notices. The Corporate Communications Department has advised that this feature can be incorporated into the website's design.

Council suggested that an e-mail link should be provided on the website in order to facilitate public comment electronically. This option can be accommodated and the Corporate Communications Department has suggested that a general Development Planning and Policy Planning Department mail box be utilized to receive e-mail responses, which would then be forwarded to the appropriate planner managing the file.

Council inquired about the length of time that the notices would be maintained on the City's website. It is suggested that the notices be archived on the City's website in a manner consistent with the current Council and Committee of the Whole Agendas and Minutes. Current public meeting notices will be active on the website, while older notices will be archived for the current year by public meeting date, and by each previous year thereafter. It is suggested that current notices be archived immediately after the public meeting has been held.

Finally, Council suggested that a "scrolling" list of current applications appear on the City's website. The Corporate Communications Department has advised that user surveys conducted respecting websites identified that scrolling messages are not effective and most users find them annoying. Accordingly, it is suggested that a "scrolling" list of applications not be used.

e) Public Meeting Notice and Sign

The report considered at the May 23, 2008 CW(WS) included recommendations to improve the "Notice of a Public Meeting" format and a new proposed "City of Vaughan Sign Policy" for Council's consideration. Both initiatives are intended to implement a more reader friendly communication format. The Committee of the Whole was receptive of each of the revised formats, however suggested that the description of the lands (i.e. municipal property address) on the Public Meeting Notice should be made larger to clearly identify the lands subject to the application. The Public Meeting Notice has also been amended to include an e-mail address to

the Development Planning and/or Policy Planning Department to facilitate comments by way of e-mail, as suggested by Council. The revised Public Meeting Notice template is shown on Attachment #3.

The proposed City of Vaughan Sign Policy includes a new sign format and sign requirements. The current and proposed sign formats are shown on Attachments #4 and #5, respectively. Council suggested that the sign be large enough to ensure that it clearly illustrates the location of the lands subject to the application. The specifications of the proposed sign are the same as those used by the Cities of Mississauga and Brampton. The Development Planning Department expects that the map will be large enough. In addition, the sign is required to be posted on the actual property subject to the planning application. The effectiveness of the new sign policy can be monitored, in terms of any comments received from the public or landowners, and the sign specifications can be modified as required, subject to Council's approval.

The CW(WS) identified an issue with respect to the notification sign being erected at the same general time as the builder's advertising sign for the proposed development, prior to Council's consideration of the planning application at a public meeting. To address this issue, in part, the sign policy has been revised to require that each sign include a clause that states, "This/these application(s) have NOT been approved by the City of Vaughan", as shown on Attachment #5. This addresses two issues. Firstly, it will clearly advise the public that the application(s) have not been approved by the City. Secondly, it will provide an incentive for the landowner to remove the sign if the application(s) is approved, thereby avoiding outdated signage remaining on the property.

f) Timing of the Public Meeting Notice

Council identified the timing of the public meeting notice as an issue. In particular, avoiding the, "I received this notice on Friday for a public meeting on Monday" scenario.

The *Planning Act* requires that the public meeting notice for a planning application be mailed 20 days in advance of the public meeting date, which is consistent with OPA #478. Delivery of the notice is via Canada Post. Allowing 4 to 6 days for delivery, a landowner located within the notification area should have at least two weeks or 14 days notice of a public meeting. This time may be reduced if mail is picked-up on an infrequent basis by the homeowner. However, in the vast majority of cases, a 14 day notice period is considered sufficient and therefore, the Development Planning Department does not suggest any changes in this respect.

The Development Planning Department sends out "non-statutory" notices, for example, of a Committee of the Whole meeting where individuals or parties have specifically requested a notice. Timing for this notice is not prescribed by the *Planning Act*, and the Development Planning Department endeavours to send out this notice as soon as possible, typically 10 days before the non-statutory meeting. However, before this notice can be delivered, the Development Planning Department must be satisfied that the Staff Report pertaining to the notice will be finalized in time for Council's agenda and available to the public. Otherwise, a notice may be mailed prior to the report being finalized and a supplementary cancellation notice must be delivered. The Development Planning Department suggests that the current timing for non-statutory public meeting notices is satisfactory and should be maintained.

g) Advertising Signage

i) Timing

A developer/builder may erect an advertising sign on a property for a proposed development and/or take sales prior to the required planning application(s) being

approved by the City. The CW(WS) identified this as an issue, particularly with respect to the timing of the placement of such signage.

By-law 203-92 (Consolidated Sign By-law) controls the placement of signs advertising a proposed development as follows:

- a) Subdivision development signs must be located within the plan of subdivision. For all other developments, the sign must be located on the subject lands.
- b) Such signs may advertise only the development on the lands in which the sign is located, and not the sale of lots elsewhere or the Realtor's, Developer's, or Landowners business in general.
- c) Each builder is permitted a maximum of two (2) signs, with a combined sign face area not to exceed 20 m<sup>2</sup>.
- d) Illumination of such signs shall only be from an external source.
- e) No other signs shall be permitted within the subdivision or on the premises."

By-law 203-92 defines a "development sign" as a real estate advertising sign that may include, in whole or in part, information promoting a development, or relating to or advertising the location, construction, sale or lease of a building or structure either proposed, or in the process of being constructed.

By-law 203-92 also permits subdivision development signs on sales trailers and sales pavilions provided it does not cover more than 50% of one (1) wall of the trailer or pavilion and does not extend above the surface of the roof or beyond the extremities of the wall to which it is attached. In addition, a construction sign(s) having an area of not more than 5.0 m<sup>2</sup> incidental to the building construction on the property where the construction is taking place is permitted. This sign(s) cannot be erected prior to the commencement of the said construction, may identify the developer(s), architect(s), consultant(s) etc., and can only be illuminated from an external source.

By-law 203-92 also sets out a number of general provisions that apply to all sign categories identified in the by-law. However, the By-law does not include timing for the placement of an advertising sign (i.e. upon zoning approval).

The Development Planning Department reviewed the sign by-law for each of the Cities of Mississauga and Brampton and the Town of Richmond Hill, which do not control the timing of when an advertising sign may be erected. The City of Toronto, however, does not permit advertising sign(s) to be erected, nor do they accept an application for a permit for a new development sign, until Council has approved the required zoning by-law pertaining to that development.

The Vaughan Legal Services Department has advised that the City has the jurisdiction under the Municipal Act to control the time when an advertising sign can be erected. The Development Planning Department suggests that the sign by-law be amended to require that no new advertising sign be erected, nor shall the City accept an application for a permit for a new advertising sign for the sale of residential units, for a residential apartment condominium building unless the appropriate zoning is already in place or until Council has enacted the required zoning by-law amendment pertaining to that development, and the by-law is final and binding. This suggested approach respecting

the time in the development process when an advertising sign can be erected is consistent with that taken by the City of Toronto and would provide a basis for enforcement should an advertising sign be erected prior to the required zoning approval. However, this requirement shall not apply to a draft plan of subdivision, where the *Planning Act* permits sales to occur at the draft approval stage. In order to implement this change, By-law 203-92 must be amended. A recommendation is included directing the Legal Services and Building Standards Departments to initiate this amendment to the City's Sign By-law.

ii) Location and Size of Signage

Sign By-law 203-92 permits a maximum of two development signs with a maximum combined face area of 20 m<sup>2</sup>, which must be located on the lands where the development is located. The Vaughan Enforcement Department has advised that it has received a few complaints (5-6) regarding this type of signage, which related mostly to the size of the signage exceeding the specified size. However, the Enforcement Department has advised that it had no problems with compliance once the builder/developer was notified. Accordingly, given the limited number of infractions and overall compliance with the current sign by-law relating to advertising signs, it is suggested that the By-law remain unchanged in this respect.

iii) Sales Offices

The CW(WS) on May 27, 2008 requested that policies respecting the opening and operation of any office on-site, adjacent thereto, or anywhere else in the municipality, for the sale of units or the taking of reservations for the purchase of units that are planned components of the project be reviewed.

By-law 1-88 permits temporary sales offices for the sale of residential units in all Zones (except within the ORM Oak Ridges Moraine, or OS5 Open Space Environmental Protection Zones) but only on the lands subject to the development or in the immediate vicinity provided it shall not be located further away from the lands to be developed than 100 metres, and subject to an agreement with the City as to location, servicing and duration, and provided a temporary sales office shall not be permitted unless the Official Plan permits the development within which the units to be sold are located.

The mechanisms for controlling the location and timing of the erection of a sales office already exist in By-law 1-88 and can be enforced. The Development Planning Department suggests that the current By-law provision requiring that the Official Plan permit the development prior to the erection of a temporary sales office be amended to require that the necessary zoning required to facilitate a development proposal for any residential apartment condominium building be in place prior to the erection of a temporary sales office. This suggested approach is consistent with the change being suggested for the erection of an advertising sign for a proposed development as outlined in this report and would provide more certainty for the public with respect to the planning status of a development proposal.

h) Applicant to Hold a Community Information Meeting

The CW(WS) suggested that the applicant be required to hold a community information meeting respecting a planning application(s), prior to the application being considered at a statutory Public Meeting. This would raise several issues including:

- In 2007, there were 94 planning applications submitted that required a public meeting. Should City Staff attend the meetings? If so, this could have budget



implications since these meetings are typically held after normal business hours. City Staff will likely be required to book facilities for the meetings.

- If City Staff does not attend the community information meeting, will the applicant provide the public with accurate information? Who will the City rely on to be informed of the issues raised at the meeting?
- What is the notification area for the meeting and how will the City and stakeholders be assured that all the notices were properly delivered? Who will deliver the notices?
- The public will be invited to an applicant initiated community information meeting, followed by a statutory public meeting notice, and may also receive a separate notice for a "complete application" once the City's Bill 51 exercise is complete. Will confusion and fatigue set in with respect to the number of notices being received and potentially the number of meetings being held for each planning application?
- Some planning applications have little or no impact on the surrounding land use and a community information meeting is unnecessary.

The Development Planning Department suggests that the current practice of Council directing when an additional community information meeting(s) is warranted should be maintained. The Mayor and/or a Regional or Ward Councillor can introduce a motion at the public meeting requesting that a community meeting be held in order to encourage further dialogue on a development proposal when necessary. This meeting is typically arranged through the affected Councillor's or Mayor's office, and is usually held in the evening at a convenient location for all interested parties to attend. This approach will facilitate a community information meeting for only those applications that are broader community concern rather than applying this requirement to all planning applications.

i) Notification to a Landowner not Having Taken Possession of Their Home, or taken Possession Following the Statutory Public Meeting

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 a proposed development may be located immediately adjacent to or within 120 metres of the lands subject of the planning application.

In order to overcome this particular issue, the Development Planning Department in the May 27, 2008 CW(WS) suggested 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 all properties within 150 m of the application, utilizing the "Hand Delivery of Notices of a Public Meeting Policy" outlined on Attachment #6. Upon delivery of the notices, the Owner would be required to complete a declaration, which would identify the file number, the Owner's name, the name of the individual that delivered the notices, the date and time of delivery, a record of the addresses 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.

The CW(WS) suggested that the proposed policy be further reviewed. Specifically, it was suggested that either the Public Meeting Notice be delivered to the sales office for distribution by the builder/developer, or alternatively, that the builder/developer provide the City with the names of purchasers affected by the application(s) and the City will mail the notices.

Firstly, the suggestion that a public meeting notice be provided to the sales office for distribution to purchasers raises certain issues. A developer or builder is under no legal obligation to deliver a notice and therefore, may simply not want to undertake this task. Even if the developer/builder co-operated with this proposal, there will likely still be cases where the notice is delivered to the sales office and distributed and sales occur afterwards, thereby still leaving some future landowners without notice. Even if the developer/builder co-operated, from an administrative perspective, the time required to contact the developer/builder to inform them of the need for the names, record them for public record and send the notices back to the sales office for distribution may not meet prescribed time-lines for notice, thereby potentially delaying application processing and the City's ability to deal with the applications efficiently.

Secondly, the suggestion that the builder/developer provide the names of the purchasers to the City for the purposes of mailing out the public meeting notice is also problematic. The Legal Services Department has advised that the names and contact information of purchasers would be considered "personal information" within the meaning of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended (MFIPPA). According to Section 28(2) of MFIPPA, no person shall collect personal information on behalf of an institution unless the collection is expressly authorized by statute, used for the purposes of law enforcement or necessary to the proper administration of a lawfully authorized activity. The collection of this personal information is not expressly authorized by statute, nor can it be said to be for the purposes of law enforcement. Therefore, the only way this collection can be justified is if it is necessary to the proper administration of a lawfully authorized activity. The courts have taken a restrictive interpretation to the term "necessary". In order to be considered "necessary", the collection of the personal information cannot merely be helpful to the lawful activity. If the activity can be accomplished another way without collecting personal information, then the City must choose this route. The lawful activity in this case is the notification of homebuyers, which is ancillary to the planning process. It would be difficult for the City to successfully argue that the only way to accomplish this activity is to collect personal information.

The Development Planning Department has suggested several new initiatives with respect to the public notification of planning applications including improved notices and signage, use of the City's website and City Page, and the hand delivery of notices in new and developing areas. These initiatives are intended to improve the quality of the notices and signage and address the "gaps" that exist in the current notification procedures within the context of the resources available to the Development Planning Department.

j) Bulletin Boards and Electronic Signs in Community Centres and Fire Halls

The CW(WS) suggested that bulletin boards and/or electronic signs be erected in the City's community centres and fire halls to advertise planning applications and other City initiatives. The Development Planning Department contacted the City's community centres, fire halls and libraries to determine if bulletin boards and/or electronic signs are available in a location visible to the public at each facility. Each one of the City's community centres, libraries and the Civic Centre contains at least one bulletin board where a notice of a planning application or study could be posted. In addition, most of the City's community centres also contain an electronic sign on which messages are scrolled. The electronic signs are black rectangular shaped units across which a single row of text and simple graphics are scrolled using a red-coloured lettering. Some community centres (i.e. Vellore Village, Maple) contain televisions used to display information, but not City initiatives. The City's fire halls do not contain a bulletin board in an area visible to the public and do not contain any electronic signs.

With respect to electronic signs, the Legal Services Department is undertaking a review of the City's public notification practices including the potential for utilizing electronic signs as part of a broader initiative respecting public notification of City initiatives expected to be completed in the Spring of 2009. Council has also approved the formation of a Staff Working Committee, as per the June 23, 2008 report to the Strategic Planning Committee, to review the communications and marketing functions performed by each City Department (including public meetings, brochures, public notices, advertising, etc.). Should a City-wide strategy for utilizing electronic signs be developed through the Legal Department's review, the advertising of a planning application requiring a public meeting can be reviewed at that time.

At the CW(WS) meeting it was suggested that fire halls also be used as public places where the notices could be posted. Although there are no formal bulletin boards in the City's fire halls, the placement of the notices on a wall or window in a public and visible space in each fire hall is possible, although, the Development Planning Department was advised that fire halls are often closed when fire staff are out responding to emergencies and the location of certain fire halls (.i.e. Station 7-6 on McCleary Court) experience little pedestrian traffic. It is suggested that fire halls not be utilized since the public typically won't associate looking for public meeting notices respecting a planning application at a fire hall.

k) The "City Page"

The May 23, 2008 CW(WS) report suggested that 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. This suggestion remains unchanged. The City Page is a regular feature in the chosen local newspapers, and therefore, the consistency of publication associated with the City Page may provide an opportunity to advise of a planning application requiring a public meeting.

Space on the City Page is limited, and therefore, it is suggested that a recurring advertisement be placed in a prominent and consistent location in each edition of the City Page, which directs the public to the City's website where the public meeting notices will be posted. The Corporate Communications Department has advised that a recurring advertisement can be incorporated on the City Page. The Development Planning Department will work with the Corporate Communications Department to establish the appropriate location, wording and form of the advertisement.

l) Access Vaughan

On May 27, 2008, the CW(WS) addressed a potential role for Access Vaughan with respect to providing the public with information about planning applications. The report recommended that the Development Planning 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. The recommendation identified in the May 27, 2008 report and included in this report remains unchanged in this respect.

m) 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 policy planning study would vary depending on the scope and complexity of the

study. 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 study 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;
- v) notification of affected Ratepayer Associations;
- vi) recording and notifying any 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 and additional promotional material when the study is of significance (i.e. Vaughan Tomorrow).

The May 27, 2008 CW(W.S) report set out a number of suggestions with respect to public notification procedures for a policy study, which remain unchanged and are shown on Attachment #1 and summarized below.

In reviewing the public notification procedures for a planning study, the Policy Planning Department will be required to undertake the following notification practices:

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 #2, and/or place posters in strategic locations (i.e. community centres, libraries) of the study area and at the Civic Centre, 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 #2. 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 policy planning studies could be advertised in the City's community centres, libraries and at the Civic Centre. 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 facilities in the vicinity of the study area. For example, a notification for the Kipling Avenue Corridor Study would be posted in the community centre and libraries in the Woodbridge community, as well as the Civic Centre. If the study is of City-wide

significance, it will be posted in all City community centres, libraries and the Civic Centre. 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 the 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 electronically 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.

n) Future Progress Update & Reporting to Council

Based on the comments made by Members of Council at the May 27, 2008 Working Session, it is clear that there are a number of issues that need to be addressed in order to provide the best possible notification practices with respect to planning applications requiring a public meeting, within the context of the available resources to implement any changes. The changes suggested in this report will significantly increase the notification practices of the City beyond the requirements prescribed by the *Planning Act*, with the intent of engaging public participation in the planning process. However, it is suggested that the Development Planning Department prepare an evaluation report to the Committee of the Whole to identify the effectiveness of the changes suggested in this report, and potentially, any further adjustments to the process, if required. It is recommended that this evaluation report be forwarded to a future Committee of the Whole meeting within two (2) years of the full implementation of the changes ultimately approved by Council, but not later than the summer of 2011.

Relationship to Vaughan Vision 2020 /Strategic Plan

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

Regional Implications

N/A

Conclusion

The Development Planning Department has reviewed the comments made by the Committee of the Whole (Working Session) with respect to issues related to engaging public consultation on planning applications. The Development Planning Department has made specific suggestions with respect to the issues identified by the Committee of the Whole (Working Session) on May 27, 2008, and identified in the report, and has made further suggestions responding to the comments. The suggestions include:

- i) Holding a Public Meeting to:
  - a) amend the public notification procedures in OPA #478, specifically to increase the minimum public notification area for a planning application requiring a public meeting from 120 m to 150 m; and,

- b) amend Zoning By-law 1-88, specifically to permit a temporary sales office for a residential apartment condominium building only when the zoning is in place to permit a development, whereas By-law 1-88 currently permits a temporary sales office once the Official Plan is in place.
- ii) 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:
- a) planning applications requiring a public meeting, including:
    - 150 m notification area;
    - a new signage policy;
    - posting notices on the City's website; and,
    - the hand delivery of notices in new areas;
  - b) policy planning studies, including:
    - the Terms of Reference for each study shall review and identify signage opportunities within the study area and shall require an implementation plan (including new developing areas);
    - utilize an electronic registry to notify stakeholders at all key milestone events during a study; and,
    - the posting of notices in community facilities.
- iii) that Council adopt the "Sign Policy" as shown on Attachment #2, identifying the City's requirements for a notice sign to inform the public of planning applications and policy planning studies, which includes a larger sign, simplified wording, and a map illustration of the application;
- 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 #3 that is more "reader friendly" be used to notify the public of a planning application and of a policy planning study;
- vi) that a new public meeting be considered for all planning applications under the following circumstances:
- a) any application that has not been considered by the Committee of the Whole more than two (2) years after 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, the Development Planning Department shall prepare a brief report to Council outlining the rationale for a new public meeting and that Council will make the final decision with respect to holding a further public meeting;
- vii) that the notice of a public meeting respecting a planning application(s) or a policy study(ies) shall be:

- a) posted for public viewing and information on the City's website in accordance with the minimum time frames prescribed in the Planning Act;
  - b) that the website shall include a "hot link" to the notices; and,
  - c) previous notices shall be archived on the City's website.
- viii) that Ward Sub-Committee and community meetings continue to be used as a tool for engaging the public in the planning process, as directed by Council;
- 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;
- x) that the Legal Services and Building Standards Departments be directed to initiate an amendment to the City's Sign By-law 203-92 (Consolidated By-law) to require that prior to applying for or erecting an advertising sales sign(s) for the taking of reservations or sale of residential units, for a residential apartment condominium building that the necessary zoning be in place to facilitate a proposed development; and,
- xi) that the Development Planning Department prepare an evaluation report on the new notification procedures for a future Committee of the Whole meeting, no later than two years after the full implementation of the approved notification procedures, but not later than the summer of 2011.

The combination of these suggestions and current City notification practices, would significantly exceed the minimum requirements prescribed by the *Planning Act* and should provide significantly improved awareness and understanding of planning applications and studies. The Development Planning Department is also recommending that an evaluation report on the new Public Notification Procedures be prepared for a future Committee of the Whole meeting, within two (2) years following full implementation of the new procedures, in order to identify any further changes to improve the procedures, if necessary, and this shall occur not later than the summer of 2011.

**Attachments**

1. Notification for Planning Application and Policy Study Protocol
2. Proposed City of Vaughan Sign Policy (January 2009)
3. Proposed Public Meeting Notice
4. Typical Sign - Current Sign Policy
5. Proposed Sign Front
6. Hand Delivery of Notices of a Public Meeting Policy
7. May 27, 2008 Committee of the Whole (Working Session) Report (COUNCILLORS ONLY)

**Report prepared by:**

Mauro Peverini, Manager of Development Planning, ext. 8407

Respectfully submitted,

JOHN ZIPAY  
Commissioner of Planning  
/CM

GRANT UYEYAMA  
Director of Development Planning

## 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 January 2009.

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, 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;
- iii) 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, extending the notification to complete a street, or 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;



- iv) additional public participation may be solicited by the Mayor, Regional Councillor or Ward Councillor by directing that a Community or Ward Committee meeting be held, which is organized through the Office of the Council member;
- v) 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;

vi) 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 policy planning 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 Policy 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 and the Civic Centre, 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 City awarding 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;

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

- v) additional public participation may be solicited by the Mayor, Regional Councillor 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,
- vi) 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

### PROPOSED CITY OF VAUGHAN SIGN POLICY (JANUARY 2009)

#### **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**

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##### **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);
- a note at the bottom left hand corner of the sign indicating "Date Sign Erected"; and
- a note across the bottom of the sign that states, "This application has not been approved by the City of Vaughan." When more than one planning application applies to a site (i.e. Official Plan Amendment and Zoning By-law Amendment Applications), a note across the bottom that states, "These applications have not been approved by the City of Vaughan".

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

This application has not been approved by the City of Vaughan.

**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

This application has not been approved by the City of Vaughan.

**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 or Zoning By-law Amendment 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:

<b>Land Use</b>	<b>Colour</b>
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**

A 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 each Policy Study, the City of Vaughan Policy Planning Department shall include as a criteria, the requirement that the consultant/Policy Planning Department shall review and identify signage opportunities within the study area (including new developing areas) and their location(s) and cost, and an implementation plan to notify the public of current policy planning 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 City awarding 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.

**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) and a City contact phone number;
- a note at the bottom left hand corner of the sign indicating "Date Sign Erected"; and,
- a note across the bottom of the sign that states, "This application has not been approved by the City of Vaughan". When more than one planning application applies to a site (i.e. Official Plan Amendment and Zoning By-law Amendment Applications), a note across the bottom that states, "These applications have not been approved by the City of Vaughan".

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 the City of Vaughan Policy Planning Department at (905-832-8585) 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 and the following basic information shall 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 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 each policy study shall include a requirement to determine the appropriate number of signs required to adequately inform the public of the study and their location(s). 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).



**NOTICE: OFFICIAL PLAN AMENDMENT, REZONING AND/OR PLAN OF SUBDIVISION**

AN APPLICATION HAS BEEN SUBMITTED TO THE CITY OF VAUGHAN TO DEVELOP THIS SITE FOR:

**DESCRIPTION OF PROPOSAL**

(as determined by the Development Planning Department.)

Owner: Bill Derr

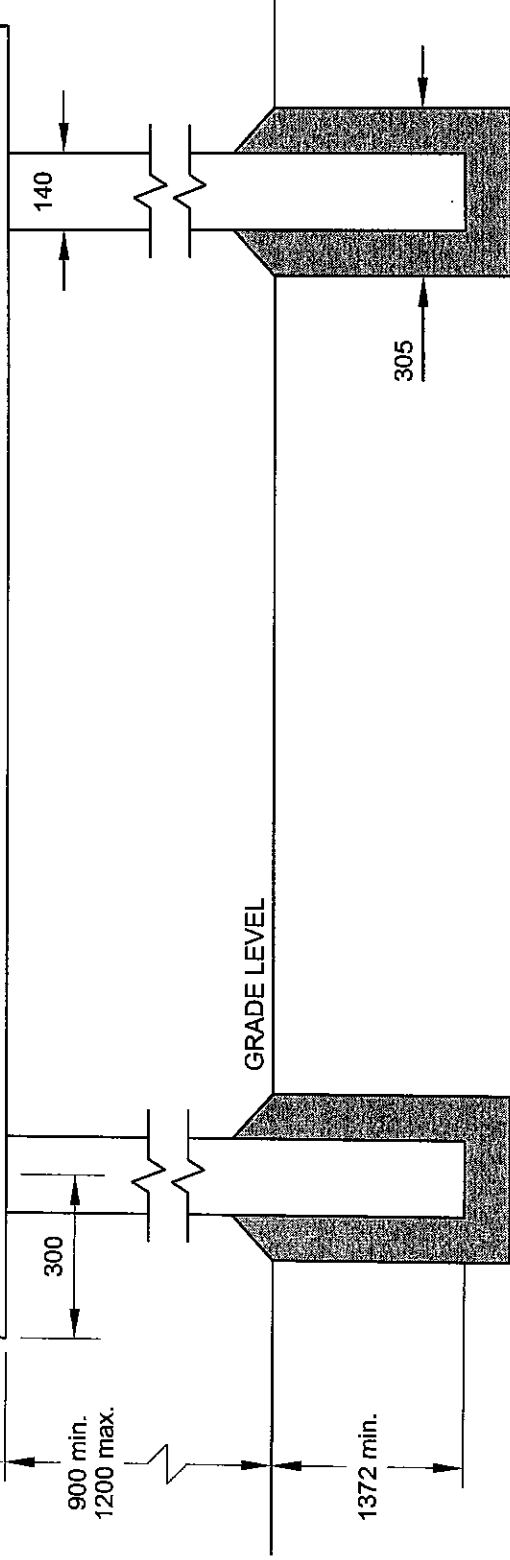
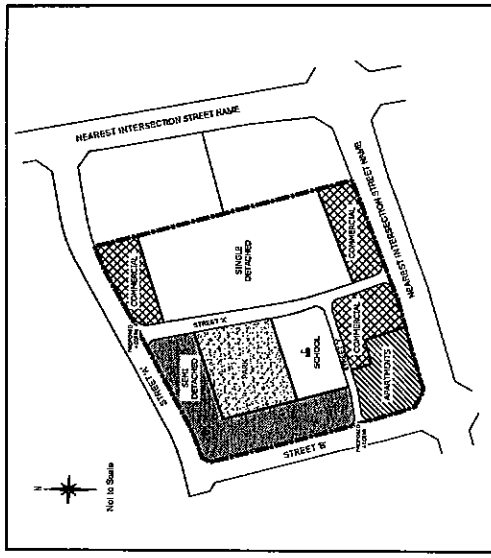
Agent: Barry Sterr & Saul Ister (905-555-1234)

For further information, phone the City of Vaughan

Development Planning Department (905-832-8585) and refer to File #OP.88.008

Date Sign Erected: February 31, 2112

THIS APPLICATION HAS NOT BEEN APPROVED BY THE CITY OF VAUGHAN



**NOTES:**

LETTERING MUST BE CLEARLY VISIBLE FROM THE STREET

METRIC

ALL DIMENSIONS IN MILLIMETRES



**SIGN DETAIL**

EFF. DATE:

SCALE:

N.T.S.

**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)

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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).



*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, 2009 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.

Description of  
Process  
Simplified

**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

Comments may also be mailed to the Development Planning Department at the same address, faxed to 905-832-6080, or emailed to "DevelopmentPlanning@vaughan.ca" prior to the public meeting (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**  
**JEFFREY A. ABRAMS, City Clerk**

Development  
Planning  
Department and  
address added

**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 Zoning By-law is passed or the Official Plan is adopted, the Ontario Municipal Board may dismiss the appeal.

**DATED** at the City of Vaughan this 31<sup>th</sup> day of December, 2008.

**PROPOSED OFFICIAL PLAN AND ZONING CHANGE**

APPLICATIONS HAVE BEEN MADE TO THE CITY OF VAUGHAN FOR AN OFFICIAL PLAN AMENDMENT AND ZONING BY-LAW AMENDMENT FOR THESE LANDS. THE APPLICATIONS ARE TO PERMIT A SENIORS APARTMENT BUILDING AT A MAXIMUM HEIGHT OF 5 STOREYS TOTALING 60 UNITS ON 0.556 HECTARES.

**SIGN REQUIREMENTS**

- MINIMUM SIZE - 1.5 m<sup>2</sup> (NO SPECIFIC WIDTH OR HEIGHT DIMENSIONS SPECIFIED)
- LETTERING MUST BE CLEARLY VISIBLE FROM THE STREET (BLACK & WHITE)
- NO SPECIFIC DETAILS FOR SIGN SUPPORTS
- MINIMUM 12m PLYWOOD

**QUOTE FILE NO(s): OP.06.002  
Z.06.005**

FOR FURTHER INFORMATION PLEASE CONTACT:

**CITY OF VAUGHAN PLANNING DEPARTMENT  
2141 MAJOR MACKENZIE DRIVE  
VAUGHAN, ONTARIO L6A 1T1  
TELEPHONE: (905) 832-8565**

GRADE LEVEL

**NOTE:**  
GRAPHIC DEPICTION  
OF AN ACTUAL SIGN

**TYPICAL SIGN -  
CURRENT SIGN POLICY**



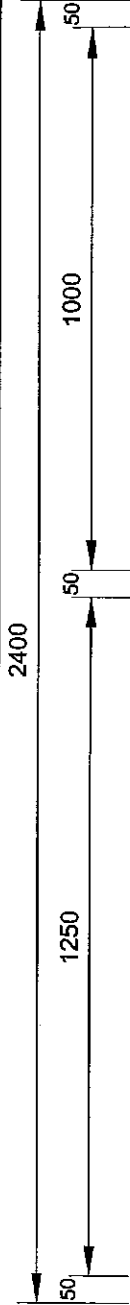
**ATTACHMENT #4**

EFF. DATE:

SCALE:

N.T.S.

10/20/2015 10:00:00 AM



**NOTICE: OFFICIAL PLAN  
AMENDMENT, REZONING AND/OR  
PLAN OF SUBDIVISION**

**AN APPLICATION HAS BEEN SUBMITTED TO THE  
CITY OF VAUGHAN TO DEVELOP THIS SITE FOR:**

**DESCRIPTION OF PROPOSAL**

(as determined by the Development  
Planning Department.)

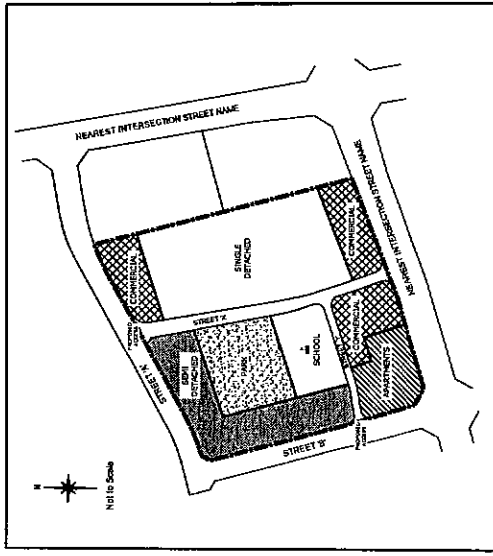
**Owner: Bill Derr**

**Agent: Barry Sterr & Saul Ister (905-555-1234)**

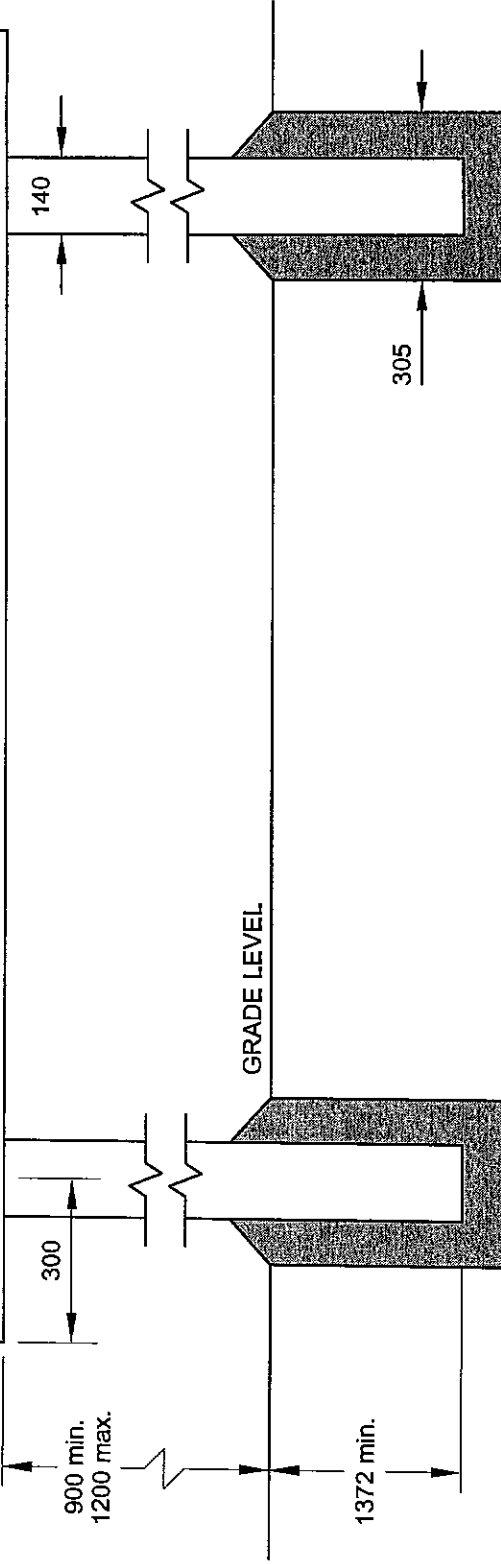
**For further information, phone the City of Vaughan**

**Development Planning Department (905-832-8585) and refer to File #OP.88.008**

**Date Sign Erected: February 31, 2112**



**THIS APPLICATION HAS NOT BEEN APPROVED BY THE CITY OF VAUGHAN**



**NOTES:**

LETTERING MUST BE CLEARLY VISIBLE FROM THE STREET

METRIC

ALL DIMENSIONS IN MILLIMETRES



**ATTACHMENT #5  
SIGN DETAIL**

EFF. DATE: \_\_\_\_\_

SCALE: \_\_\_\_\_

N.T.S.

## ATTACHMENT #6

### 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.



**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 Meeting 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.

