

Purpose

Community Meetings and a subsequent Community Meeting Report are required to ensure that public feedback is received and considered as part of the evaluation of a development application.

The Community Meeting is to be hosted by the local ward councillor, in conjunction with the applicant. A Registered Professional Planner, Architect and/or a consultant specializing in public engagement must accompany the applicant.

Application Type

Community Meetings and Community Meeting Reports are required for the following development applications or as identified by staff.

- Official Plan Amendment
- Zoning By-law Amendment
- Plan of Subdivision
- Plan of Condominium (conversion of existing rental housing to condominium only)

Mandatory Guidelines for a Community Meeting

At a minimum, the Community Meeting must meet the following mandatory guidelines:

1. Venue
 - a. The venue must be located within the same Ward as the proposed development, with a preference for locations as close to the development site as possible. City facilities and local schools are acceptable venue locations, subject to availability (to be coordinated through the Councillor's office with the appropriate City department).
 - b. The venue must be AODA compliant.
 - c. Where facilities and equipment allow, hybrid meetings (in person and virtual) are permitted.
 - d. Virtual Community Meetings are permitted at the discretion of the local ward Councillor.
2. Notice
 - a. Notice should be issued via mobile signs and first class mail (to all property owners within 120m of the subject property). The local ward Councillor may waive the requirement for mobile signs.
3. Format
 - a. The format of the Community Meeting must include at minimum, a presentation outlining the proposed development and a Q&A period.
4. Scheduling
 - a. Community meetings shall be scheduled to ensure for maximum attendance. Community Meetings shall not take place during typical office hours (ie. Monday to Friday; 9AM-5PM), on Friday evenings, or on weekends.

5. Attendee's and the Role of Attendee's
 - a. The local ward Councillor and/or their designate shall attend and lead the meeting. The ward Councillor may wish to make opening or closing remarks, as well as contribute to any discussion that occurs.
 - b. The applicant and their consulting team shall attend the meeting, present their development concept to the community and be prepared to respond to questions and comments.
 - c. City staff from the Planning and Building Department (including the Development Planner and Area Manager), Transportation and Works Department, and Community Services Department shall attend for information purposes, and to answer questions related to City processes and next steps.

Contents of a Community Meeting Report

The Community Meeting Report should be prepared and signed by a Registered Professional Planner. At a minimum, the Community Meeting Report shall contain the following:

1. Description of the Meeting
 - a. Date/Time, Location
2. Attendee's
 - a. List of attendee's representing the applicant
 - b. List of attendee's representing the City of Mississauga
 - c. List the local Councillor or their designate
 - d. Number of residents/local landowners in attendance
3. A copy of all materials presented
4. Detailed meeting minutes of the Q&A period.
5. Detailed responses to feedback received and how the proposal has been modified to address the comments/feedback.

Other Information

While community meetings are a requirement of a complete application, in some instances, the local ward councillor may waive the requirement for a meeting at their discretion.

Community Meeting Reports may be included as part of a Planning Justification Report provided the minimum requirements noted above are contained within the appendix/chapter within the Planning Justification Report.