
HALDIMAND COUNTY

Report CDS-02-2023 Public Consultation Plan – Nanticoke Minister’s Zoning Order



For Consideration by Council in Committee on March 21, 2023

OBJECTIVE:

To propose a public consultation process relating to the Nanticoke Minister’s Zoning Order for Council’s consideration.

RECOMMENDATIONS:

1. THAT Report CDS-02-2023 Public Consultation Plan – Nanticoke Minister’s Zoning Order be received;
2. AND THAT the public consultation process outlined in Report CDS-02-2023 be approved for implementation by staff.

Prepared and Respectfully submitted: Mike Evers, MCIP, RPP, BES, General Manager of Community & Development Services

Approved: Craig Manley, MCIP, RPP, Chief Administrative Officer

EXECUTIVE SUMMARY:

Staff is proposing a public consultation process for the Nanticoke Minister’s Zoning Order (MZO). The proposal consists of two (2) public meetings with multiple opportunities for the public to provide their comments – in person, virtual or in writing. A webpage will also be developed to allow the public to obtain knowledge on the MZO process and project details.

BACKGROUND:

At the February 28, 2023 Council in Committee (CIC) meeting, Council considered a motion that would direct staff to coordinate public consultation relative to the Nanticoke Minister’s Zoning Order (MZO). That motion, and the associated direction to staff, was ratified at the March 6, 2023 Council meeting. The subject report lays out the staff recommended approach which seeks to provide a broad spectrum of public input opportunity.

ANALYSIS:

Based on feedback received at the February 28th Council in Committee meeting, staff is recommending that the County host two (2) public meetings – one in person and one virtual – to allow for community feedback on the MZO. Staff recommends the consultation consist of the following:

In Person Public Meeting

- a Committee of the Whole meeting on April 13, 2023, commencing at 6:00 p.m. through 10:00 p.m.;
- the meeting would be held at the Haldimand County Administration Building (HCAB) in the Council Chamber;
- the lobby area would be set up for overflow seating – in combination with the Chambers, there would be seating capacity for approximately 150 persons;
- all speakers will be required to register with the Clerk by noon the day before the meeting – this is to ensure that there will be proper order and flow for the evening. There is no cap on the number of registrants and this is solely for the purposes of logistics. All speakers would be identified on a list produced by the Clerk and each would be called to the podium in registration sequence (i.e. first to register will be the first to speak). It will be up to Council to decide if it wishes to allow any speakers outside of those that have registered;
- all speakers will be limited to 5 minutes to make their comments; and
- those not able to attend on the evening of April 13th would be given the opportunity to submit written comments ahead of time to the Clerk – these written comments will be provided to Council members ahead of the meeting and will become part of the public record for this matter.

Virtual Public Meeting

- a Committee of the Whole meeting on April 19, 2023, commencing at 3:00 p.m. through 5:00 p.m.;
- the meeting would be set up with strictly a virtual participation option (i.e. Zoom) – there would be no in person attendees;
- all speakers will be required to register with the Clerk by noon the day before the meeting – similar to the in person meeting, this is to ensure there is proper order and flow for the meeting. Speakers would be activated by the Clerk in registration sequence (i.e. first to register will be first to speak);
- all speakers will be limited to 5 minutes to make their comments.

While it is expected that all the necessary business around this matter can be conducted in the lead up to, and at the meetings on April 13th and 19th, should more time be required (i.e. not all delegations are able to speak between the two events), Council could consider adding an additional public meeting (in person or virtual). However, staff feel it is best to address this should the need arise and not to set a third date at this time given that may cause confusion within the community.

While a number of meeting approaches have been considered (e.g. public information centres, townhalls, etc.), staff are of the opinion the above approach is most suitable for the following reasons:

- the nature of the issue is County-wide and the location of the Haldimand County Administrative Building is central to the County and the Council Chamber is set up to be able to 'live stream' the discussion, for Council to be able to ask questions of the delegations, and to be able to hear 'virtual delegations'. The Administration Building was designed to provide space in the lobby to view meetings and to participate in processes when 'overflow' space is necessary.
- the essence of the public meeting is to receive input that will help determine whether or not Council wants to formally change a previous resolution, and as such, the forum of holding the public meeting with Council (rather than a more general community meeting) is appropriate;
- allows for Council control of the meeting via its Procedure By-law and associated processes, including managing the delegations and ensuring fairness for all participants in terms of length of time one can present so everyone who wishes to do so can participate;

- with respect to the meeting at HCAB, County staff can be present in the lobby to help manage the crowd, ensure noise control and to announce/usher in the next speaker to ensure no one gets missed;
- ensures all of Council and senior staff are present at the same time to hear feedback from the public first hand; and,
- ensures multiple avenues for the public to provide its feedback especially for those that are uncomfortable in presenting in a public forum.

In order to provide the public with the necessary information to assist with formulating their comments, a dedicated webpage (on the County's website) will be set up and is to contain all relevant details around the development and the process to date. This will be set up in a 'FAQ format'. A draft of the FAQ detail is included at Attachment 1.

Public notification of the meeting will take place via a combination of the following:

- County website – a banner will run along the top of the Haldimand County website landing page to serve as a pronounced notification (to run starting March 28th through to the meeting dates on April 13th and 19th);
- weekly County advertisement in all local newspapers (to run weeks of March 27th, April 3rd, April 10th);
- local radio as part of the County's weekly notifications/promotions;
- all County social media (Facebook, Twitter) (to run weeks of March 27th, April 3rd, April 10th, April 17th); and,
- through direct communication (email where feasible) to all delegations that attended the February 28th meeting.

Subsequent to the meeting, staff would produce a high-level summary document of 'what was heard'. Council will use this information to determine its next steps in terms of the MZO. Staff will not produce any recommendation report on the matter.

FINANCIAL/LEGAL IMPLICATIONS:

Costs related to the holding of the special council meeting, the dedicated webpage, and any communications through local and social media will be accommodated within the approved base 2023 Tax-Supported Operating Budget.

STAKEHOLDER IMPACTS:

Not applicable.

REPORT IMPACTS:

Agreement: No

By-law: No

Budget Amendment: No

Policy: No

REFERENCES:

None.

ATTACHMENTS:

1. FAQ Document for Website.