

# HARBORD VILLAGE RESIDENTS' ASSOCIATION

## Addendum to Planning Development and Zoning Committee

Area Representatives (ARs) are a vital part of this process, providing valuable support and assistance to the work of the Planning Development and Zoning Committee (PND). It assists in giving ARs community profile and ensures they know the community's issues with developments.

Following an Annual General Meeting, Board members and ARs could benefit from a short session orienting them to procedures, as they may change over time, and coaching them on the use of the Planning and Development templates housed on the Board's intranet site in appropriately addressing the various Planning matters. This orientation would be done jointly by the PND and the Immediate Past Chair, who has oversight responsibility for the ARs.

Reporting to the Board should continue as a matter of course, in writing, at least two (2) days prior to a meeting.

### Committee of Adjustment (C of A) Applications

1. Councillor's office provides notices and plans to the PND
2. PND assesses whether there is a broad community interest in the proposal
3. PND also provides plans and notices to ARs
4. ARs, using the membership lists for their area, notify neighbours using the template letter with all correspondence reply all, copied to [PND@harbordvillage.com](mailto:PND@harbordvillage.com). Include notice and plans. Template should be changed for address, date of hearing, date by which correspondence should be sent to C of A; this date should be emphasized.
5. If deemed necessary by residents or HVRA, ARs will set up a meeting at which the plans and variances are discussed. Roles, subject matter and time restrictions will be addressed. Format: five-minutes per speaker, maximum of three speakers on different subject areas.
6. Neighbours and HVRA attend hearing.
7. Sign the sheet at C of A for further communications, including decision, and notice of appeal.

### Ontario Municipal Board (OMB)

OMB appeals will be handled by the PND group. Hearing roles, financial undertakings, hiring of experts, to be determined as approved by the Board.

### Patio License Applications

1. Councillor's office provides notice and plans to PND.
2. PND distributes notice and plans to ARs.
3. ARs, using membership lists from their area, notify neighbours, using the patio license template letter with all correspondence reply all, copied to [PND@harbordvillage.com](mailto:PND@harbordvillage.com)
4. PND brings in Councillor's office, as necessary.
5. ARs can be requested to set up a meeting of concerned neighbours, and participate in negotiations with establishment owner should they be necessary.
6. ARs advise PND of what is happening onsite and in the community.

### Alcohol and Gaming Commission of Ontario (AGCO) Applications

Process to be determined.