

# Advisory Committee of Council Memo



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Date	April 16, 2024
To	Accessibility Advisory Committee
From	Sarah Boghossian
Service Area	Office of the CAO
Department	Strategic Initiatives and Intergovernmental Services, Equity and Community Investment Division
Subject	Site Plan Internal Review Report

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## Purpose

To provide an update regarding the Site Plan Internal Review Meetings for 2024.

## Memo message

AAC members have an opportunity to participate in the City's internal review site plan process. Site Plan Internal Review meetings are voluntary meetings that are additional to the regular AAC meetings. These meetings are specifically focused on reviewing site plans for property development in Guelph. These meetings are part of a internal review process, so quorum (the majority of AAC members) is not needed for these meetings.

In the Site Plan Review meetings, AAC members review all types of site plans except for demolition and single-family housing development. The AAC's perspective and advice is valued by both staff and developers.

AAC Members who are interested in participating in reviewing site plans will receive training before their first meeting.

The meetings currently take place every two weeks in through Microsoft Teams, however we aim to offer these meetings in hybrid format, both virtually through Microsoft Teams and in-person at City Hall, in the near future. The meetings begin at 6:00 p.m. and may go until 8 p.m. depending on how many and how complex the development submissions are. Before each meeting, we will provide an estimate of how long the site plan review meeting may take in the meeting request. These meetings won't exceed 2 hours.

On average, there are up to 5 members that participate in the internal review meetings biweekly. We appreciate any members that attend to review and provide feedback. If you are interested in receiving site plan review training, please connect with Accessibility Services by phone (519)-822-1260 extension 3536 or email [accessibility@guelph.ca](mailto:accessibility@guelph.ca).

Please see below the site plan review meeting schedule for the next 3 months:

- Tuesday, April 23 at 6:00 p.m.
- Tuesday, May 7 at 6:00 p.m.
- Tuesday, May 21 at 6:00 p.m. \*this meeting may be pushed by 30 minutes as it is following the AAC Special Meeting from 3-5 p.m.
- Tuesday, June 4 at 6:00 p.m.
- Tuesday, June 18 at 6:00 p.m. \*this meeting may be pushed by 30 minutes as it is following the AAC Regular Meeting from 3-5 p.m.
- Tuesday, July 2 at 6:00 p.m.
- Tuesday, July 16 at 6:00 p.m.
- Tuesday, July 30 at 6:00 p.m.

**Authored By**

Sarah Boghossian

Accessibility Coordinator