



HALTON HILLS
Working Together Working for You!

Planning & Development
1 Halton Hills Drive
Halton Hills, ON L7G 5G2

Town Hall Office Hours:
Monday to Friday
8:30 am to 4:30 pm

September 2020



What to expect at a Pre-Consultation Meeting

This pamphlet is part of a series that outlines development processes in the Town of Halton Hills. It is intended to provide preliminary information only.

What to expect at a Pre-consultation Meeting

When you arrive at the Town of Halton Hills Town Hall please wait in the seating located in the hallway to your right after you enter the building. A staff representative will welcome you into the meeting in the Esquensing Room at the appointed time. If, for some reason, the meeting is not in the Esquensing Room you will be provided instructions in advance.

The meeting usually lasts for 30 minutes.

There are usually 10 to 12 staff from commenting departments and agencies at the meeting. Staff typically provide information on:

- any issues associated with the proposal;
- the required applications, studies, reports, drawings, information and fees necessary to file an application;
- follow-up meetings that may be required; and
- preliminary suggestions for improving the project.

You'll be asked to introduce yourself and provide a brief description of your proposal. Your proposal will be displayed on our electronic presentation board. As part of your submission please forward any information that you feel would be helpful in describing your project or bring visual aids with you.

Notes are taken and are typically sent out within 3 to 4 weeks. A planner will follow up with you by phone or e-mail 1 week after the notes are sent out. Contact information for all commenting staff is provided in the notes.

The development process can be complex and, while staff make every effort to make the process as easy to understand as possible, some of the terminology and processes may be unfamiliar to you.

Here are a few suggestions for preparing for the meeting:

- familiarize yourself with the Official Plan and Zoning By-law status of the subject lands and any related technical project information;
- discuss your proposal with Town staff before you attend a formal pre-consultation meeting; and
- consider bringing a professional who is familiar with the development process with you to the meeting.

This document is available in an alternate format – upon request