



Town of Whitby Procedure

Procedure Title: Interested Party Lists
Procedure Number: G 150-001
Reference: Public Notice Policy CA 150
Date Approved: April 13, 2017
Date Revised: March 4, 2024
Approval: Chief Administrative Officer
Point of Contact: Town Clerk

Purpose

The purpose of this procedure is to outline the process to track Interested Parties and notify those who have registered as an Interested Party when the matter comes before Council or Standing Committee for consideration.

Scope

This procedure applies to Interested Party lists created for statutory and non-statutory matters considered or to be considered by Council or a Standing Committee.

Index

1. Definitions	2
2. Responsibilities	2
3. Statutory Requirements for Interested Party Tracking	3
4. Non-statutory Request to Maintain an Interested Party List	3

1. Definitions

- 1.1. **Department Head** means an officer or employee of the Town who will generally hold the title of 'Commissioner', appointed by the Chief Administrative Officer or Council, as required, to oversee a department, or a person appointed or designated to act in place of the Commissioner when the Commissioner is absent or refuses to act.
- 1.2. **Interested Party** means a person who has requested to be notified when a matter comes before Council or a Standing Committee for consideration.
- 1.3. **Interested Party Sign-in Terminals** means the self-serve computer terminals located in Council Chambers available for members of the public to enter their contact information to be added to an Interested Party list.
- 1.4. **AMANDA**, as it relates to this procedure, means the Town's application for tracking statutory and non-statutory Interested Party Lists, among other planning-related files.

2. Responsibilities

Note: Projects that are managed and promoted through Connect Whitby or other platforms/programs may include a subscribe feature. In these instances, Staff should use these programs to manage and notify IPs rather than managing lists in AMANDA.

- 2.1. Council may: Request that staff maintain an Interested Party list for a matter requiring future Council consideration.
- 2.2. Town Clerk shall:
 - Authorize the creation of Interested Party lists in AMANDA.
 - Coordinate with the Planning and Development Department to maintain Interested Party lists for all items listed on a Public Meeting agenda.
 - Provide notice to Interested Parties as required by this Procedure.
- 2.3. Department Head shall:
 - Act on requests from Members of Council to create an Interested Party list in accordance with Section 4 of this Procedure.
 - Request the Office of the Town Clerk create an Interested Party list in AMANDA.
 - Direct staff to maintain Interested Party lists in AMANDA for matters their department is responsible for.
 - Provide notice to Interested Parties as required by this Procedure.

3. Statutory Requirements for Interested Party Tracking

- 3.1. Specific statutes will require the municipality to maintain an Interested Party list and notify registered interested parties at certain stages of the legislated process (e.g., Planning Act, Development Charges Act, and Ontario Heritage Act). For the purposes of this procedure, notification of those within a defined area (i.e., distance circulation) as required by statute is not considered and will be handled by the Department Head responsible for the matter, unless the statute otherwise stipulates.
- 3.2. **Planning Act** – Creating and maintaining Interested Party lists as required by the Planning Act for planning approvals and development applications will be carried out in accordance with the following:
 - a) For the initial Statutory Planning and Development Public Meeting, the Office of the Town Clerk will activate the public meeting subject matter on the Interested Party Sign-in Terminals and on the meeting agenda so that members of the public may enter their contact information to be added to the Interested Party list either through the terminals or online.
 - b) The Office of the Town Clerk will enter meeting delegates and the Interested Party information collected through the Interested Party Sign-in Terminals/online registration form into AMANDA for the Public Meeting and all future Standing Committee meetings where the matter is considered.
 - c) Notwithstanding Section 3.2.b) of this procedure, any person requesting to be added to the Interested Party list outside of the initial Public Meeting shall be handled by Planning Staff who will enter the person's name and contact information directly into AMANDA.
 - d) The Planning and Development Department will notify interested parties in AMANDA of any future consideration of the matter scheduled for a Standing Committee or Council meeting.
 - e) The Office of the Town Clerk shall notify interested parties as required in accordance with the Planning Act upon Council issuing its final decision (e.g., Notice of Passing upon enactment of a Zoning By-law).
- 3.3. **Other Statutes** – Creating and maintaining Interested Party lists as required by statutes other than the Planning Act will be carried out in accordance with the following:
 - a) The Department Head responsible for managing the legislated process requiring an Interested Party list will request the Town Clerk authorize the creation of an Interested Party lists in AMANDA.

- b) If the matter is to be presented at a Public Meeting, the Office of the Town Clerk will ensure the Public Meeting subject matter is displayed on the Interested Party Sign-in Terminals/online registration form for the respective public meeting.
- c) The Office of the Town Clerk will enter meeting delegates and the Interested Party information collected through the Interested Party Sign-in Terminals/online registration form into AMANDA for the Public Meeting and all future Standing Committee meetings where the matter is considered.
- d) Notwithstanding Section 3.3.c) of this procedure, any person requesting to be added to the Interested Party list outside of the initial Public Meeting shall contact the department responsible for the matter, who will enter the person's name and contact information directly into AMANDA.
- e) The department responsible shall notify those on the Interested Party list as required by statute or the Town's Public Notice Policy, unless the statute or Public Notice Policy specifically requires notice be provided by the Clerk or other officer of the Corporation, in which case the Clerk or other officer shall be responsible for providing notice.

4. Non-statutory Request to Maintain an Interested Party List

- 4.1. Members of Council may request a Department Head maintain an Interested Party list in the following circumstances:
 - Staff have advised that a report regarding a specific matter or recommendation will be coming forward to Council in the near future (i.e., less than one year) and a member of the public has expressed an interest in being notified of the matter; or,
 - A specific matter has been presented at Council or Standing Committee, was referred to staff, included on the New and Unfinished Business list, and a member of the public has expressed an interest in being notified of the matter when it is brought forward again for consideration.
- 4.2. Interested Party lists will not be maintained for broad subject matters which cover a general topic. For example, an Interested Party list will not be maintained to notify individuals each time a report comes forward to award a tender in accordance with the Purchasing Policy. A person requesting notifications for broad or repetitive subject matters should be directed to sign-up for subscriber notices on the Town's website (whitby.ca/Subscribe).
- 4.3. Upon receiving a request from a Member of Council to maintain an Interested Party list, the Town Clerk will authorize the creation of an Interested Party list in AMANDA.

- 4.4. Having established an Interested Party list, any person requesting to be added to the Interested Party list shall contact the department responsible for the matter. The department will enter the person's name and contact information directly into AMANDA.
- 4.5. The Department Head responsible for the matter to which the Interested Party list pertains shall ensure that Interested Parties are notified upon publication of the Staff Report or at such time as the matter has been confirmed for consideration by Council.

Original Approved and Signed.

Doug Barnes, Interim Chief Administrative Officer, x2211

April 13, 2017

Date