



Town of Whitby Procedure

Procedure Title:	Community Open Houses (COH)
Procedure Number:	G 150-002
Reference:	Public Notice Policy CA 150
Date Approved:	December 8, 2017
Date Revised:	Not Applicable
Approval:	Chief Administrative Officer
Point of Contact:	Town Clerk

Purpose

The purpose of this procedure is to identify the process for holding a Community Open House (COH), formerly known as a Public Information Centre or Public Open House, so as to ensure timely consultation and public input can be received as necessary for various Town projects and studies.

Scope

This procedure applies to all Town staff when planning and holding a COH.

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1 Definitions

- 1.1 Community Open Houses (COH)** provides the opportunity for the public to attend to receive information, and/or provide feedback on a particular project or initiative that the Town of Whitby may be undertaking. The requirement to hold a COH may be statutory (Environmental Assessment Act) or discretionary (rebranding and planning processes), but differs from a public meeting held at Council or a Standing Committee of Council.

2 Responsibilities

- 2.1** Chief Administrative Officer to:
- Approve all COH's to be held in Town Hall lobby during business hours
- 2.2** Office of the Town Clerk Staff to:
- Book security, Council Chambers and the lobby as required for any COH's held at Town Hall
- 2.3** Mayor and Councillors' Office to:
- Include COH's in Mayor and Council Members calendars
- 2.4** Town Staff to:
- Book all confirmed COH's in the Outlook Calendar "Community Open Houses"

3 Bookings of COH's

- 3.1** COH's may be held at Town hall or off-site at the discretion of the initiating department responsible.
- 3.2** Prior to confirming the date of a COH, ensure the COH will not conflict with a previously booked COH or a Council or Standing Committee meeting (see annual Council and Standing Committee meeting calendar available on the intranet).
- 3.3** Add the event to the designated "Community Open Houses" calendar through Microsoft Outlook.
- 3.4** If any portion of a COH is to be held in Town Hall lobby during business hours, Town staff must first contact the CAO for awareness and approval of the event. Any COH's booked with the intent of utilizing Town Hall lobby during business hours should do so mainly towards the end of the working day.

- 3.5** All COH's booked to take place at Town Hall must be accompanied by the scheduling of security. If a COH is to be held in Council Chambers and/or Town Hall lobby, Town staff must contact the Office of the Town Clerk at clerk@whitby.ca to confirm if Council Chambers and/or Town Hall lobby is available, requesting that it be booked and to schedule security. When making this request be sure to include the date, time and purpose of the COH.
- 3.6** The initiating department shall advise the Mayor and Members of Council of confirmed COH's by sending an email to CouncilMembers@whitby.ca including the date, time and purpose of the COH, as well as any other pertinent information. The Mayor and Councillors' Office Staff are a part of this distribution group and will add the COH to the Mayor and Councillors' calendars. Corporate Communications should be copied on this email at communications@whitby.ca for their awareness should any social media or communications be required for the COH.
- 3.7** The initiating department shall be responsible for providing any notice to the public and/or any interested parties of the COH and make all other arrangements as necessary for any visual displays, audio/video equipment, interested party sign in lists or terminals, etc. Initiating departments shall also contact Town Hall custodians at thcustodians@whitby.ca or general facilities at internetfacilities@whitby.ca if the booking is off site in order to arrange for any furniture or specific space setup requirements.

Original Approved and Signed.

Matthew Gaskell, Chief Administrative Officer, x2211

December 8, 2017

Date