

Notification and Engagement Process Overview

The typical steps in the development application notification and engagement process are as follows:

1. Written notification is provided to property owners within a 75-metre radius of the site, Community Association and Ward Councillor.

Purpose: To provide details of the proposal, contact information for the assigned civic staff and request for feedback.

- a. Development Review provides notification to the Ward Councillor, Community Association and property owners within a minimum 75-metre radius of the site. This distance is specified in Policy No. C01-021, Public Notice, 2009, for notification to assessed property owners for Discretionary Use applications and is used as a guideline for other development applications. A radius of 75 metres is typically half a block from the subject site.
- b. Notifications are sent beyond 75 metres for controversial or complex applications that may impact a larger area. Distribution to a wider area has been done for the initial approval of a Concept Plan, Concept Plan amendments and Official Community Plan Land Use Map amendments and rezoning applications for complex projects.
- c. Notices are delivered to assessed property owners by Canada Post. This is the most efficient and cost effective means to deliver notices; however, they are delivered only to property owners and not to renters. When distribution to a larger area is required, an unaddressed mail drop (flyer) is used and the occupant receives the notice. The area for a mail drop is determined by Canada Post, Postal Code Walks and often notices are distributed beyond the area required.

2. Feedback from written notification is reviewed and staff determine if further engagement is required.

Purpose: To identify issues that need resolution and the level of concern with the proposal. This is helpful to inform whether further engagement will be scheduled.

3. If further engagement is required, the type of information and meeting is determined.

Purpose: To host public information meetings, and have a forum that provides the appropriate format for discussion.

- a. Events provide an opportunity for information to be shared by the applicant and interested members of the public, as well as the Administration. Questions and answers sheets are also provided.

- b. Public information meetings are often held for development applications. The type or format of the meeting is determined by the complexity of the application, the amount of information that will be presented to the public and the anticipated response or participation from the public and stakeholders. Development Review staff are experienced in organizing and facilitating public information meetings and are able to determine the appropriate meeting format. The following types of meetings are typically held:
 - i. Pop-up engagements can be held on-location, when the venue is appropriate, to display materials and interact with the public. Development Review has held two meetings with this format and received positive feedback regarding the format from those in attendance.
 - ii. Come-and-Go open houses are most often used. This format provides the public a one-on-one opportunity to discuss the application with the proponent and civic staff one-on-one. Stakeholders can attend anytime over the duration of the meeting. This format accommodates meetings where other Civic Divisions are also present to address implications such as traffic and parking.
 - iii. Town Hall Style meetings are held when a formal presentation is required and a question and answer session is appropriate; in particular, for complex or contentious applications. This type of meeting has a set agenda and is facilitated.
 - c. Staff have adjusted the format at all public information meetings based on attendance or the request of those in attendance.
 - d. Notes are taken by staff during the meeting and feedback forms that can either be submitted at the meeting or by email are provided.
- 4. All feedback received is evaluated to determine if further engagement is required or if the proposal can proceed for consideration by the Municipal Planning Commission and City Council.**

Purpose: Determine if additional events or information are required prior to proceeding with the file.

5. Signage is placed on site.

Purpose: To notify anyone in the adjacent area that did not receive earlier notification of the application, prior to it proceeding for Public Hearing.

- a. The current signage consists of a yellow cardboard sign that is 55 X 35 cm (22 X 14 inches). The signage contains limited information as it is only used to advertise the date of the Public Hearing.

6. Notice of the Public Hearing is placed in the StarPhoenix on the City Pages.

Purpose: to provide legal notice of the upcoming Public Hearing.

7. Legal Notice is provided to nearby property owners and the Community Association

Purpose: To provide written notice to property owners as per the requirements of the Public Notice Policy and the Zoning Bylaw. The Community Association is also notified, although not as a legal requirement.

8. Feedback received is included in the documentation that proceeds with the application report to Municipal Planning Commission and City Council.

Purpose: To identify feedback received and measures used to address concerns or issues raised during the application process.