



CONSULTATION STRATEGY & CONSULTATION REPORTING REQUIREMENTS

CONSULTATION STRATEGY

In accordance with City Policy 8.3.1.2, a **Consultation Strategy** is required to be undertaken by Applicants applying for a Zoning By-law Amendment and/or Official Plan Amendment.

Suggested Approaches for Consultation:

- Host an Open House
Note: In some cases, the City requires an Open House be held. See **When is an Open House Required?** for more details.
- Knock on the doors of neighbours and leave a letter in the mailboxes.

When is an Open House Required?

Applicants are required to host a Public Open House for all large-scale or infill developments applying for amendments to the Zoning By-law and/or Official Plan in accordance with City Policy 8.3.1.2. City staff will advise during Stage 1 Preconsultation if the Applicant will be required to host a Public Open House. The Applicant's Open House must be held prior to submitting a complete application for Official Plan Amendment and Zoning By-law Amendment application but the Open House must be held no less than 4 months prior to submitting a complete application (otherwise the applicant will be required to hold another Open House).

If applicant decides to make substantive changes to the proposed development after the initial Open House has been held, then the applicant will be required to hold another Open House. If changes are proposed after the initial Open House has been held, then the applicant is required to consult with the City to determine if another Open House is required.

What is the process for hosting an Open House?

1. The Applicant must work with the City to have the Sign(s) posted on the subject property prior to organizing the Applicant's Open House.
2. The Applicant must determine the date and time of the Public Open House and secure a venue for the Public Open House (either virtually or in-person).
3. The Applicant must prepare a Notice of Public Open House. The Notice must provide details about the application and the way in which the property owners can obtain further information. The Notice must also state that property owners can attend the Open House and can provide verbal or written comments on the application. A Draft Notice is required to be submitted to City staff for their review and comment. If the Open House is going to be held virtually, then the applicant must include the meeting link in the Notice.
4. City staff will provide the number of copies of the Notice of Public Open House needed to circulate the Notice to all property owners within 120 metres (400 feet) of the subject property.
5. The Applicant will submit the required number of copies of the Notice of Public Open House included in postage paid envelopes to the City.
6. The City will add the mailing addresses to the envelopes and mail the Notices on the Applicant's behalf.
7. The Applicant will host the Open House. A member of City staff may attend to observe, but will not facilitate or will not respond to questions on the merits of the application (only to respond to municipal process questions).

The Public Open House must be held before the City will deem the application complete for Official Plan Amendment and/or Zoning By-law Amendment applications.

What is the process for knocking on neighbours doors?

1. Prepare a letter describing the proposed development and include the applicant's contact information on the letter.
2. Knock on the doors of neighbours in the immediate vicinity of the subject property. For example, it is suggested that neighbours on either side of the subject property for at least 3 properties be approached. It is also suggested neighbours across the street and behind the subject property be approached (a minimum of three both in front and behind the subject property).
3. If no one responds, leave the letter in their mailbox.

CONSULTATION REPORTING

In accordance with City Policy 8.3.1.2, a **Consultation Report** is required for Applicants applying for a Zoning By-law Amendment and/or Official Plan Amendment.

What must be included in the Consultation Report?

The **Consultation Report** will include:

1. A description of the area canvassed and the methods used to consult the neighbourhood for input.
2. The name and address of all residents consulted. The Applicant is required to advise the residents that their name and address will be included in a report which can be viewed by the public and will be made available to the public on the Council agenda.
3. A record of all comments and/or concerns that have been received from residents.
4. A response to all reasonable and relevant concerns, or explain why the question, comment, or concern is not, in the view of the Applicant, reasonable or relevant.
5. A copy of all written comments received from the public, as well as a copy of any response provided, to the City as part of a Consultation Report.
6. Identification of the changes to the proposal, if any, that are in response to the consultation in the Consultation Report.
7. One (1) electronic copy of the Consultation Report in PDF format on the results of private consultation together with a copy of the virtual recording of the Applicant's Open House (if applicable).

Note: The Consultation Report will be attached to the staff report that will be published on the Council agenda. All names and addresses of property owners consulted with will be identified and shared with the Public via the Council agenda.

For Official Plan Amendment and Zoning By-law Amendment applications, the Consultation Report must be submitted to the City as part of the complete application submission.