



CORPORATE POLICY MANUAL

Section:	Land Administration	8
Sub-Section:	Development - Applications	3060
Title:	NON-STATUTORY PUBLIC CONSULTATION FOR DEVELOPMENT APPLICATIONS	2

POLICY

It is the policy of the District to:

- encourage applicants for Official Community Plan amendments, Zoning Bylaw amendments, development permits, development variance permits, and liquor license applications to notify the public of development applications and solicit feedback prior to the proposal being considered by Council,
- encourage applicants for Official Community Plan amendments, Zoning Bylaw amendments, and certain development permits to hold one or more public information meetings prior to the proposal being considered by Council,
- provide notice of public information meetings in accordance with this policy, and
- provide Council with an information report prior to the holding of a public information meeting.

REASON FOR POLICY

1. To establish early dialogue with the community and identify specific issues of concern.
2. To expand the opportunities for public consultation.
3. To ensure that factual information is conveyed to the community.
4. To enable staff and Council to gauge public opinion on a particular application.
5. To inform Council of development applications in process.

PROCEDURE

The following table summarizes the recommended public notification:

Development Proposal	¹ Notification Delivery Area	Sign
Official Community Plan & Zoning Bylaw Amendment		
Preliminary application	100 m	No
Public Information Meeting	100 m	Yes
Major Development Permit for Commercial, Industrial & Multi-Family Form and Character		
Preliminary application	100 m	No
Public Information Meeting	100 m	Yes
Other Permit and Approvals		
Development Variance Permit	Abutting land	No
Liquor Licence (requiring a resolution)	100 m	Yes

¹ The notification delivery area includes the lands subject to the bylaw alteration, permit or approval.

The above table does not apply if 10 or more parcels owned by 10 or more persons are the subject of the bylaw alteration, permit or approval. In such cases, newspaper notice will be sufficient.

AUTHORITY TO ACT

Delegated to Staff

Approval Date:	July 10, 2017	Approved by:	Regular Council
1. Amendment Date:		Approved by:	
2. Amendment Date:		Approved by:	