



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	² No
Public Information Meeting	100 m	Yes
Major Development Permit for Commercial, Industrial & Multi-Family Form and Character		
Preliminary application	100 m	² No
Public Information Meeting	100 m	Yes
Telecommunications Installations		
Telecommunications Tower (where required)	Six times the height of the tower measured horizontally from the installation site of the facility on the property	No
Non-tower Telecommunications (where required)	100 m measured horizontally from the installation site of the facility on the property	No
Public Information Meeting (where required)	100 m	Yes
Other Permit and Approvals		
Development Variance Permit	Abutting land	No
Liquor Licence (requiring a resolution)	100 m	Yes
Cannabis Retail Licence	100 m	Yes

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

² When an Early Input Meeting is held, a sign is required.

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.

When public notification signs are required:

- a. A minimum of two public notification signs must be posted on the area or on a highway adjacent to the area that is the subject of the development proposal. One of the notices to be viewable by traffic in one direction and the other of the notices to be viewable by traffic in the opposite direction.
- b. Where an area that is the subject of the bylaw alteration is located near a major arterial, the District may post additional secondary signs viewable from both directions on the arterial to ensure adequate notice of the development proposal.

When required, the public notification sign or signs:

- 1. Must have a minimum dimension of 1.2 m x 2.4 m when posted on the area or on a highway adjacent to the area that is the subject of the development proposal.
- 2. Must at a minimum contain the following:
 - a. a title containing the words “Development Proposal”;
 - b. the date, time and location of the public hearing;
 - c. the civic address of the parcel that is subject of the proposed development;
 - d. a map showing the location of the proposed development;
 - e. a brief description of the development in general terms; and
 - f. District contact information:
- 3. Must be substantially the same as the template provided by the Development Planner.

AUTHORITY TO ACT

Delegated to Staff

Approval Date:	July 10, 2017	Approved by:	Regular Council
1. Amendment Date:	October 7, 2019	Approved by:	Regular Council
2. Amendment Date:	February 22, 2021	Approved by:	Regular Council
3. Amendment Date:	May 10, 2021	Approved by:	Regular Council