

Category: COMMUNICATION/PLANNING

Subject: Community Engagement for OCP Amendments

Purpose

The purpose of this procedure is to establish standards and procedures for involving the community in applications to amend the Official Community Plan.

Scope

This procedure applies to all development applications to amend the City's Official Community Plan and any requirements for public notification and consultation contained within this procedure are in addition to those outlined in the Development Procedures and Delegation Bylaw No. 2010-92 (as amended from time to time).

Procedure

The City of Penticton recognizes that citizens are invested in the future of the community and may have an interest in applications to amend the Official Community Plan. This procedure was created to guide staff to ensure citizens have adequate notification and meaningful opportunities to provide input into these applications before they are considered by Council.

1. Planning Consultation

Applicants are asked to contact staff to discuss their proposal prior to completing an application or discussing with neighboring properties. Staff will identify any issues or opportunities that may need to be considered prior to initiating an application.

2. Neighbour Consultation

Based on the initial consultation, staff may ask applicants to discuss their proposal with abutting and adjoining parcels within 45m of the subject property prior to submitting an application. Content they should share include:

- Location of the proposal
- Detailed description of the proposal
- Visual rendering and/or site plan of the proposal
- Contact information for the applicant or authorized agent
- Contact information for the appropriate City department
- Identification of available methods for feedback

3. Application Submission

Once the initial consultations are complete, the applicant is invited to submit their application to initiate the review process.

4. Notification Requirements

The Planning Department will take the following steps upon receipt of the application to notify stakeholders and citizens about the application and the opportunities for involvement:

- A report will be presented to Council to inform Council about the application to amend the OCP and the engagement process and seek direction to proceed with engagement.
- Direct letters will be mailed to owners/occupant within the immediate vicinity of the location, radius to be determined by City Staff on an application-specific basis but no less than 45m buffer.
- A list of agencies, institutions and other stakeholder groups will be identified by City Staff and will receive letters about the application.
- Members of the www.shapeyourcitypenticton.ca database will receive an email notification.
- A news release will be issued and posted on www.penticton.ca.
- One advertisement will be placed in the two local newspapers each week for two weeks for a total of four advertisements to raise awareness and promote the opportunities for involvement.
- Signage will be installed on the subject properties directing people to www.shapeyourcitypenticton.ca.

5. Engagement Requirements

The City will take the following steps to ensure citizens have the information they need to properly consider the application and opportunities to ask questions and share their feedback.

- A project page will be created on www.shapeyourcitypenticton.ca to provide a central resource for information about the application.
- All studies and documentation included with the application package may be published on the site.
- A one-page summary will be prepared describing the application and key considerations.
- An on-line feedback form will be developed for citizens to share their feedback.
- Email address and phone number will be provided for citizens to contact staff.
- A public information session and/or a video presentation may be conducted at staff's discretion.
- A report summarizing the feedback will be published on www.shapeyourcitypenticton.ca following the completion of the engagement period.
- The engagement summary report will be provided to the applicant for consideration.
- The engagement summary report and any adjustments made will be included in a staff report requesting Council consider first reading of the bylaw to amend the OCP.

6. Timing

Stakeholders and citizens will have a minimum of one month from the date the sign is installed and letters are mailed to learn more about the application and provide their feedback.

7. Financial Implications

The cost of the notification and consultation is included in the application fee. The amount is included in the Fees and Charges Bylaw.

Related Policies and Legislation

- Development Procedures and Development Delegation Bylaw No. 2010-92
- Community Engagement Policy No. 469/2019
- Local Government Act – Consultation during the OCP development

Exceptions to this procedure

In cases of City owned lands, OCP amendments deemed minor in nature, such as housekeeping amendments, and/or amendments not involving a change in land use designation, the Director of Development Services may waive this procedure in part or in whole. Nevertheless, if any sections of this procedure are waived, all requirements required by the *Local Government Act* for the adoption of an OCP Bylaw are required to be followed.