

TO: MAYOR J. LEHMAN AND MEMBERS OF COUNCIL

FROM: A. BOURRIE, RPP, DIRECTOR OF PLANNING AND BUILDING SERVICES

**NOTED: R. FORWARD, MBA, M.Sc., P. ENG.
GENERAL MANAGER OF INFRASTRUCTURE AND GROWTH MANAGEMENT**

M. PROWSE, CHIEF ADMINISTRATIVE OFFICER

RE: PLANNING SERVICES INFORMATION IMPROVEMENTS

DATE: MARCH 19, 2018

The purpose of this Memorandum is to provide members of Council with a brief update about improvements to Public Notice and development information made available to the community through the Planning Services department.

SIGNS

We have introduced new signage for notification of development applications. Using colour, icons and more direct language, the new signs are intended to effectively show the public the main point of “why” there is a sign on the property.

	Public Meeting
	Change of Use
	Intensification
	New Development
	Site Plan Control
	Land Severance
	Minor Variance

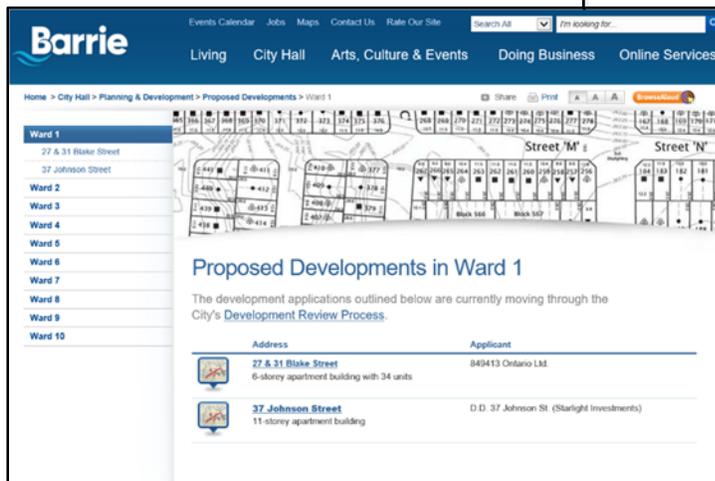
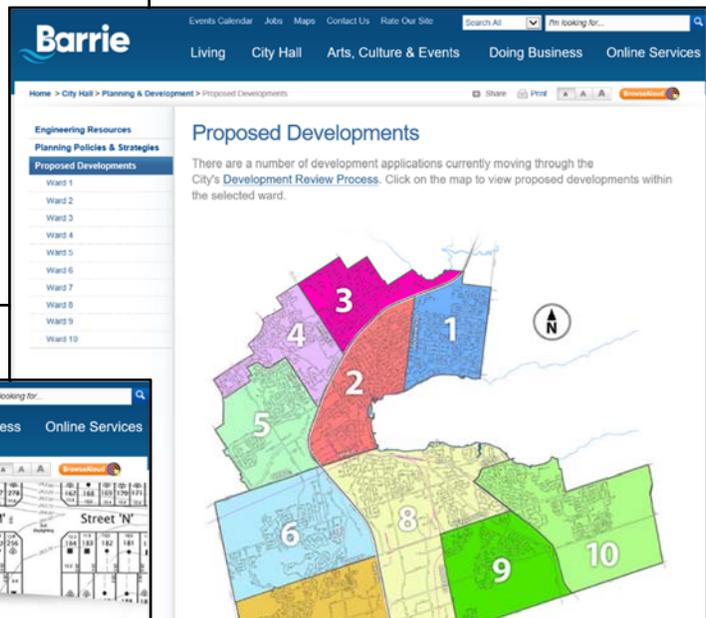


CONTACT LISTS

We have introduced the use of tablets for sign-in at meetings. This assists the public in sharing their contact information for future notification. It is our hope that using an electronic system will be easier for residents and ultimately more effective for staff when creating contact lists. This system will also reduce the risk of error when staff are transferring information into the formal notification list. Interested parties can also add their information to the contact list when reviewing development proposals on the website.

WEBSITE

The City's website has been updated to include access to Proposed Developments, including key plans and technical reports. The page is organized by Ward with reference to both municipal addresses and file numbers. The page also clearly identifies the Planner that is responsible for the file. Residents can add their name to the contact list via these pages if they want to continue to be updated about a project.



As we work towards reducing electronic submissions for applications under the *Planning Act*, staff are also cognizant of maintaining more traditional public consultation processes. Although we are using technology to assist us, the public still has the opportunity to discuss and comment on development applications by all methods of communication, including direct contact with Planning Services.

Staff will continue to examine our activities looking for ways to both engage the public and expedite the Planning approval process. Please feel free to contact our department with any questions or to discuss these improvements.