

		POLICY AND PROCEDURE MANUAL	
Category: Land Use	Number: LAN.66(C)	NEIGHBOURHOOD ENGAGEMENT POLICY	
Type: <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure	Authority: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	Approved By: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head	
Office of Primary Responsibility: Planning Division			
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BACKGROUND:

Mission is experiencing substantial development growth in widespread areas of the City (particularly associated with residential apartment and townhouse applications). This impetus for higher density residential development has resulted in questions and concerns from residents in some cases. To address this issue, Council directed that residents to be provided with more substantial and timely information about development applications at the early stage of application processing. The objective is to help Council in making more informed decisions about proposed developments, particularly in areas that do not have a completed Neighbourhood Plan. This policy shall be in effect in such areas until a Neighbourhood Plan is adopted.

This Policy seeks to increase public awareness about development applications, and opportunities for community engagement regarding development proposals prior to applications proceeding to Council for Zoning amendment bylaw introduction and Development Permit approval. This administrative approach establishes early notification procedures (termed 'Pre-notification') that provides Mission property owners and residents with information about development applications, along with opportunities to respond and potentially effect changes in development proposals during the early stage of application processing.

'Pre-notification' refers to notification prior to and in addition to formal legislative notification requirements for development applications. Development applicants have optional engagement approaches available for notifying property owners and residents about a development proposal. This includes the option to use a pre-notification letter, a public information meeting, a web-based survey or other forms of engagement acceptable to Council to convey information about a development proposal. Residents' input will be shared with Council and applicants in either a separate information report or within a Council bylaw introduction of Development Permit report to provide clarity about this information, and how it is utilized in informing proposed developments.

This is a two-part Policy that incorporates:

- i. A Public Information Process component that provides early community notification by way of 'pre-notification' information for property owners and residents about development applications at the early stage of application processing. This information is provided by development applicants or by Development Services (Planning) staff wherein optional communications approaches can be used, including a pre-notification letter, public information meeting, web-based survey or other forms

- of engagement. Community input will be reflected in Council reports, providing assistance to Council in making decisions regarding development submissions. Council members will be notified about pre-notification letters when they are mailed to recipients, and other pre-notification options when they are initiated by the applicant or City staff; and
- ii. The Development Application Submission questions component of this policy incorporates development application submission questions for applicants to encourage them to submit proposals that provide broad community benefits and mitigate development impacts. .

As Mission is growing rapidly, it is experiencing greater diversification in its housing stock with the introduction of multiple housing options that provide different levels of affordability. The City is also experiencing a critical need for greater employment opportunities partially due to the limited supply of industrial and employment lands. Based upon these and other growth challenges, Council has put forward a set of broad strategic objectives to guide positive growth and change in Mission, which includes the following:

- standards for roads;
- opportunities for collaboration with neighbouring developers;
- the blending of building forms and sightlines into surrounding areas;
- preservation of or creation of employment for local residents;
- evidence on how the development will address the City's affordable housing; and
- illustrating how the development will address the objectives of the Environmental Charter.

To achieve these objectives, the second part of this policy incorporates development application submission questions for applicants. The questions are intended to inform applicants about Council's strategic objectives and to open the discussion around shaping proposals to ensure they benefit the City. The questions will also be used by staff as an evaluation tool for development proposals.

Collectively, these key policy elements are aimed at increasing public awareness to ensure anticipated development provides benefits to the community while mitigating potential impacts. The strategic questions will assist applicants in understanding how their projects can benefit the city by providing for housing affordability, improving access to employment, creating compatible building design, reducing parking and traffic impacts and ensuring comprehensively designed sites that consider adjacent properties, the environmental setting, and reducing GHG emission impacts.

This communication and evaluation policy is intended to assist Council by providing greater clarity about development proposal and their benefits to the City through early communications with residents, thereby helping Council in making more informed decisions concerning new development applications. This policy includes a suite of tools that will help enhance communications with residents about development proposals. The engagement options available for applicants include the use of pre-notification letters (with links to the applicant's website), a web-based survey, a public information meeting, and other communications approaches.

If a developer indicates a preference for the City to initiate neighbourhood engagement, then Development Services staff could prepare and send pre-notification letters (with a link to the City website). The prenotification letter would also provide contact information for the assigned staff member who is managing the development application.

The policy questions are directed exclusively to the applicant as part of the development application submission package. This is intended to encourage applicants to examine how their proposals could impact the adjoining areas, and how any impacts would be mitigated, at the early stage of application processing.

PURPOSE:

The purpose of this policy is to provide Mission residents and property owners with notification about development proposals at an early stage of the application process. Additionally, it incorporates development application submission questions for applicants to encourage them to submit proposals that provide broad community benefits and mitigate development impacts. Development application submission questions are separate from pre-notification engagement options.

APPLICATION:

The following are areas and conditions where this policy applies in the City:

City-wide

- This policy applies to all areas of Mission excluding areas with an adopted or approved Neighbourhood Plan (e.g., Cedar Valley, Stave Heights, Silverdale, including the Central Neighbourhood, and the Waterfront).

Urban areas

- The policy is triggered by Rezoning and Development Permit applications within the OCP Urban Growth Boundary where it applies to apartment, townhouse, commercial, mixed-use and industrial development.

Rural areas

- It applies to rezoning applications for single family detached development, resulting in 10 or more new lots, located outside of the Urban Growth Boundary.

Other conditions

- It applies to cases where the development proposal includes significant changes in direction for a Neighbourhood Plan including land use changes not identified in a plan
- This policy also applies for development permit applications for multi-family residential development, mixed-use, commercial and industrial development that do not require a Rezoning application.

POLICY:

The Neighbourhood Engagement Policy has two key components:

Part I – Public Information Process; and Part II – Development Application Submission Questions

Part I – Public Information Process

This policy's public information process provides early notification about development applications for Mission residents and property owners whose properties are located around a development application site with a mechanism termed '***Pre-notification***'. This policy requires development applicants to notify residents and property owners at the early stage of a development application via '***Pre-notification***' letter or other communications option before a

proposal is presented to Council for introduction of a zoning bylaw amendment or approval of a development permit.

City Staff will notify Council about a Pre-notification letter or other communications approach being used by an applicant or City staff before a letter, public information meeting or other engagement approach is initiated.

Communications Options

Development applicants have a range of public engagement communication channels available for use. At the early stage of processing a development application, staff will determine if a proposal applies within the scope of this policy. Where development applications apply, applicants will be able to communicate with Mission residents using a variety of engagement approaches, including:

- **Pre-notification letters** sent by applicants, that will include a QR code and/or link to the applicant's website for additional project information (e.g., site plan, elevations, landscape plans, project data, etc.). City staff will provide applicants with a notification radius and mailing list for applicants to use for pre-notification letter mail-out. Applicants will send staff a copy of the letter and information to be shared with Mission residents and property owners. City Staff will notify Council about the applicant's letter and project information before applicants mail the pre-notification letters
- **Public information survey.** The applicant could mail a survey appended with a cover letter or include a survey link in the cover letter to the applicant's website. City staff would provide the applicant the notification radius and mailing list. City staff will notify Council about the applicant's survey and cover letter and any additional information provided by the applicant before applicants mail a survey letter to residents and property owners, and prior to survey information being presented in other formats including the applicant's website, local newspapers or other media formats.
- **Public information meeting** the applicant could host a public information meeting where the applicant would provide staff with a summary of the information presented and responses from attendees); City staff would provide the applicant with the radius and mailing list and encourage advertise the meeting via the City's website. The applicant could also advertise the meeting in local newspapers, social media and the applicant's website. City staff will notify Council about an applicant's public information meeting before the applicant informs residents, property owners and other interested parties (either via mail or another communications medium); and
- **Other communications approaches for applicants** deemed acceptable to Council

Another option available for applicants is for them to request Development Services staff to generate and send a Pre-notification letter, that would also include a QR code and City web link.

City staff will notify applicants about the content of the Pre-notification letter and will notify Council about the letter before it is mailed.

Other Pre-notification Details and Process Sequence

Pre-notification mail-outs are sent to all owners and tenants of surrounding properties within the notification radius set out in the Fees and Procedures Bylaw. Pre-notification mailouts will include initial project information and will include a cautionary note that the proposal is subject to change during the development approval process and bylaw readings.

In the Pre-notification process where applicants request the City to generate and mail the letters, applicants will be advised by City staff of printing and mailing costs and applicants will be required to submit payment prior to pre-notification mail-outs being prepared. A standard fee shall apply for the preparation of pre-notification letters and mail-outs.

Residents and property owners will be given three weeks from the date of the pre-notification letter, web based information, public information meeting or other communication method used by applicants or City staff in which to review information and provide either an applicant or City staff with questions or comments pertaining to the development application.

Residents and property owners can provide comments or questions in writing directly to the indicated applicant or the City's Planning file manager. In cases where the City sends pre-notification letters, or in other situations where applicants may not be advised of residents' responses, City staff will discuss residents' concerns with applicants, and will provide a response summary to applicants.

City staff will evaluate comments or questions from residents and property owners, and where necessary, work with applicants to make changes to proposals.

City staff have the option of submitting an information report to Council that includes residents' responses, and proposal updates by applicants. The information report would be presented to Council at a Regular Council meeting prior to a meeting when an application is proposed for introduction of a zoning amending bylaw or a development permit approval. Alternately, instead of providing Council with a separate information report, this information could be incorporated within a Council report.

The next step in the Pre-notification stage is for staff to prepare a report to Council that includes information received from residents and property owners and responses from developers where, in some cases, project designs may be updated to reflect residents' concerns. This communications approach is intended to provide Council with updated information about a proposed development, its reception in the community, potential design revisions resulting from community comments and dialogue with applicants, that will assist Council in making decisions about proposals.

When a proposal is presented to Council for zoning amendment bylaw introduction or development permit approval, Council could request the applicant to provide additional information to residents by hosting a public information meeting at the applicant's cost and venue choice, prior to a public hearing. In such cases, a mailing list will be provided to applicants to assist in meeting notification. City staff could attend Public Information Meetings to observe the proceedings. The applicant would provide a summary of the meeting, whereupon City staff would prepare a follow-up report to Council in which this information would be included.

Policy Follow-up – Annual Review

To assist Council and the public in understanding how this policy is accomplishing its objectives, an annual review will be prepared by staff that will provide Council with a summary illustrating how the policy is performing. This annual performance review will illustrate how resident feedback has been incorporated within project assessment, and how applicants have designed projects in recognition of the policy's strategic questions.

Part II – Development Application Submission Questions

The policy establishes a set of questions that link to Council's broad community objectives. The questions will assist applicants in understanding how their projects can benefit the city by, for example: providing for housing affordability, access to employment, compatible building design, reducing parking and traffic impacts and ensuring comprehensively designed sites that consider adjacent properties.

When a land development application is submitted, applicants, are encouraged to submit plans and provide a detailed explanation, illustrating how each of the following questions have been addressed, with the ultimate goal of illustrating how the proposal will benefit the City, and how potential community impacts could be mitigated. The staff report to Council will incorporate the proponent's information, and evaluation responses.

1. Standards for roads

How does the project address the need to provide safe mobility options and parking for all users (pedestrian, cycling, motor vehicles, electric mobility aids) within the area of the development site?

2. Collaboration with neighbouring developers

How does the proposal preclude the potential for higher density development on adjacent lands and contribute to adjacent parcel alienation? Factors such as lot location, size and configuration, land use designation, existing and adjacent land uses, and condition of housing stock will be evaluated to determine whether opportunities exist for a more comprehensive development of a project site with adjoining properties.

3. Building design elements and site lines

How will the building be designed to mitigate impacts on adjacent development in terms of building design elements and site lines?

4. Employment for local residents

If the property is located on a designation that allows employment uses, how does the project protect Mission's existing employment land supply considering the need to protect both commercial and industrial lands and expand industrial land supply?

5. Affordable housing

How does the project provide for housing affordability that also considers reducing the cost of commuting and vehicle dependence by concentrating housing close to frequent transit service, employment opportunities, schools, parks, shopping, health services and other amenities while also providing opportunities for walking, cycling and transit use?

6. Environmental protection

How does the proposal address the objectives of the Environmental Charter, where it could assist in reducing the effects of climate change?

RESPONSIBILITIES

- a. The Manager of Long Range Planning and Special Projects oversees the performance of this Neighbourhood Engagement Policy and coordinates with the Manager of Planning in applying the policy for development application review.
- b. The Manager of Planning oversees the use of the policy as it applies to development application processing.

RELATED POLICIES, PROCEDURES, AGREEMENTS AND/OR BYLAWS:

- Official Community Plan Bylaw 5670-2017
- Zoning Bylaw 5949–2020
- Affordable Housing Strategy
- LAN.41 Guide to Land Development Policy
- LAN.40(C) Financial Contributions for Community Amenities Policy
- ADM.04(C) Asset Management Policy

***** END OF POLICY *****

RECORD OF AMENDMENTS/REVIEW

<u>Policy #</u>	<u>Date Adopted</u>	<u>Date Reviewed</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>