



FILE NO. _____

Planning & Development Division
53 Thorburn Street South
Cayuga, ON N0A 1E0

Phone: 905-318-5932

PUBLIC CONSULTATION STRATEGY – STANDARD FORM

ZONING BY-LAW AMENDMENT AND CONSENT APPLICATIONS

As per recent changes to the *Planning Act* introduced through Bill 73, *Smart Growth for Our Communities Act, 2015*, a public consultation strategy is required for applications for Official Plan amendments, Zoning By-law amendments, plans of subdivision, and consents before the application is deemed to be 'complete' as defined by the *Planning Act*.

The purpose of this particular change to the *Planning Act* is to highlight the importance of public participation, to provide the public with greater certainty regarding how they will be engaged in the planning process, and to provide municipalities with the opportunity to create locally-tailored public consultation policies.

Formal notifications of planning applications, as prescribed by the *Planning Act*, include:

- 1) Circulation via mail to all landowners within 120 meters of the subject lands; and
- 2) Posting of a public notice sign, which is clearly visible and legible from a public highway or other place to which the public has access.

To meet the expectations of the public consultation strategy requirement, as prescribed by changes made to the *Planning Act* through Bill 73, please select any and all forms of further public consultation that you, as the applicant/agent/landowner have undertaken or intend to undertake on the following page.

Note that the purpose of this form is to identify that you have (at a minimum) discussed your application with adjacent landowners, which adjacent landowners you have discussed your application with, and what issues (if any) have arisen as a result of these discussions.

For complex applications, please discuss and complete the 'Complex Information/Commitment Form' and subsequently the 'Complex Form'. Please discuss whether your application is considered standard or complex with planning staff in advance of submission of any application.

Please select the following:

I have already undertaken further public engagement.

I commit to undertake the further public engagement measures that I have listed below.

Please select further public consultation measures that you have undertaken or intend to undertake:

Speak to adjacent landowners directly about the proposed development (please include a sketch of the adjacent properties in which you have or intend to speak to the landowners);

Post signs, informative materials or invitations within a common area (for multi-residential buildings and developments);

Advertise the proposal and public meeting in a local newspaper (please discuss this with planning staff prior to initiating);

Other measures (please elaborate)

Details of discussions that you have had or intend to have with adjacent landowners:

Issues that you foresee arising or that have arisen as a result of your discussions with adjacent landowners, and solutions discussed/proposed:

By signing this form I acknowledge that I have undertaken further public engagement or commit to undertake further public engagement:

Dated this _____ day of _____, 20_____
(month) (year)

Please print name

Signature (applicant/agent/owner)

Please discuss your proposal with planning staff in advance of submission of any application, and return this complete form to the:

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