

Corporate Policy

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Section:	Planning and Development	13
Sub-Section:	Planning and Development – General	6410
Title:	Public and Stakeholder Consultation for Major Development Projects or Area Plans	01

Related Policies

Number	Title
13-6410-04	Information Available to the Public as Part of Public Hearing Process

Approvals

Approval Date: May 13, 2003	Approved by: Council
Amended: January 24, 2012	Resolution #: <u>RC12/029</u>
Amended: September 19, 2017	Resolution #: <u>RC(CW)17/031 (CW17/117)</u>
Amended:	Resolution #:

Corporate Policy Manual

Public and Stakeholder Consultation for Major Development Projects or Area Plans

Policy

Input from the general public and specific stakeholder groups will be sought during the processing of major development applications or the preparation of area plans. The primary responsibility for engaging the public and interested parties in information sharing, discussion, and feedback regarding major projects and area plans rests with the proponent. City staff will assist in guiding and facilitating the consultation process based on the procedures set out in this policy. This policy strives to attain consistency and a balance between providing ample opportunity for public and stakeholder input with the proponent's interest in the timely processing of major projects and area plans.

Definitions

Major development applications generally entail proposed projects that, due to their scale and/or location, may have a range of impacts. Examples of such applications include:

- Development sites that are 2ha (5ac) or larger in size;
- Multi-family residential;
- High density mixed-use commercial residential;
- Commercial mixed-use; or
- Smaller scale projects where staff anticipate significant potential impacts.

These types of proposed projects usually involve Official Community Plan (OCP) amendment and/or rezoning applications, though proponents of other significant development applications (e.g., Development Permits, North Shore Development Authorizations, and Development Authorizations) may be directed to undertake a public consultation process based on this policy where the extent of anticipated impacts are determined to be significant by staff.

Procedures

1. As part of the preliminary discussions between the proponent and staff with respect to a proposed major development project, the full range of potential impacts will be broadly identified.
2. Following this initial scoping exercise, staff will review the preliminary list of anticipated impacts in relation to the general topic and neighbourhood areas set out in Appendix A to this policy to determine specific stakeholder groups to be invited to participate in the consultation process for the major project (Participants in this consultation process are in addition to the various City departments, external agencies, and organizations that normally receive development application referrals.).
3. The proponent will be advised by staff of the stakeholder groups who should be involved in the consultation process and provided with a stakeholder contact list. The components and intended timeline for the consultation process will be jointly determined and agreed upon between the proponent and staff, and may include that the proponent: lead community information meetings, host specific stakeholder discussion group sessions, conduct site tours and or other meetings, circulate information brochures or mail drops, and provide site signage or information notices on the City website and in community newspapers.

Corporate Policy Manual

Public and Stakeholder Consultation for Major Development Projects or Area Plans

4. The proponent will be responsible for recording and reporting back to staff and process participants all comments received from and questions or concerns raised. Staff will serve as an information resource through the process, but will also assist in facilitating discussions aimed at resolving issues when required. The results of the consultation process and any issue resolution will be ultimately reported to Council by staff, along with any feedback received directly from stakeholders, as the project or plan moves forward for Council's consideration.

Monitoring/Authority

Delegated to the General Manager of Development Services.

Corporate Policy Manual

Public and Stakeholder Consultation for Major Development Projects or Area Plans

APPENDIX A CONSULTATION CONTACT GROUP DIRECTORY

ENVIRONMENTAL

- Burke Mountain Naturalists;
- Environmental Protection Committee;
- Mossom Creek Hatchery/Burrard Inlet Marine Enhancement Society;
- Port Moody Ecological Society; and
- Stoney Creek Environment Committee (for Glenayre area).

HERITAGE

- Friends of Ioco;
- Heritage Commission; and
- Port Moody Historical Society.

NEIGHBOURHOOD AREAS/COMMUNITY ASSOCIATIONS

- Glenayre Community Association;
- Heritage Mountain Community Association;
- Moody Centre Community Association; and
- Pleasant-side Community Association.

OTHER

- Arts and Culture Committee;
- Economic Development Committee; and
- Parks and Recreation Commission.