		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			
Date Adopted: September 6, 2022	Council Resolution No: RC22-422	Date to be Reviewed: Annually	
Manner Issued: website, Pipeline, email			

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 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.

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 shall follow the following engagement approach, as outlined in the tables below:

Table 1: Land Use Applications Requiring In-Person Public Engagement Meetings

Single Family	Duplex	Ancillary Use	Rowhouse	Townhouse	Apartment	Mixed Use	Commercial	Industrial*	Institutional	5 or < lots outside Urban Growth Boundary**
			✓	✓	✓	✓	✓	✓		✓

*No engagement required where residential is not impacted

** See Appendix 1: Urban Growth Boundary Map

Applicants are required to record comments from the public in-person meeting and include any changes that come from that community input in their submission to staff. All comments provided by people attending public information sessions are to be provided to Council in their original form. Residents' input will be shared with Council 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. Community input will be reflected in Council reports, providing assistance to Council in making decisions regarding development submissions.
- 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.

If a developer indicates a preference for the City to initiate neighbourhood engagement, then Development Services staff will prepare and send pre-notification letters (with a link to the City website) with information on the upcoming in-person meeting. 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.

APPLICATION:

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

This policy applies to all areas of Mission.

Urban areas

- The policy is triggered by Rezoning and Development Permit applications within the OCP Urban Growth Boundary (see Appendix 1: Urban Growth Boundary Map), 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 5 or more new lots, located outside of the Urban Growth Boundary (see Appendix 1: Urban Growth Boundary Map).

Other conditions

- This policy also applies to 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 a '**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 communications by an applicant or City staff before a public in-person meeting is initiated.

Public Notification will be consistent with the Land Use Application Procedures and Fees Bylaw 3612-2003 and include the following notification radius from any part of the parcel that is subject to the bylaw:

- Notice of Public Hearing and Notice of Rezoning Bylaw – Urban Areas (152 meters) and Rural Areas (500 meters)
- Notification of Development Permit – 10 meters

Communications Options

Where development applications apply, applicants will be required to engage with residents through the following approaches:

- **Public Information Meeting and Applicant Mailed Pre-Notification Letter:**

Letters sent by applicants, may 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. The applicant could also advertise the meeting in local newspapers, social media and the applicant's website.

- **Public Information Meeting and City Mailed Pre-Notification Letter:**

If an applicant indicates a preference for the City to initiate neighbourhood engagement, then Development Services staff will prepare and send pre-notification letters to residents at the cost of the applicant. A letter may include a QR code and City web link. City staff will prepare the radius and mailing list. 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). City staff will notify applicants about the content of the pre-notification letter and will notify Council about the letter before it is mailed.

The applicant is required to submit a public engagement summary from the in-person meeting and a corresponding proposal update summary indicating how feedback heard has been integrated into the proposal. All comments provided by people attending public information

meetings are to be provided to Council in their original form. City staff will evaluate comments or questions from residents and property owners, and where necessary, work with applicants to make changes to proposals.

A planning staff member is required to be present at in-person public meetings at the cost of the applicant at a rate set by the Land Use Application Procedures and Fees Bylaw 3612-2003. An engineering staff member may also be required to attend the in-person meeting at the cost of the applicant at the rate set by the Land Use Application Procedures and Fees Bylaw 3612- 2003.

Once staff has received open house summary and comments, the next step 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.

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 applicant'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?

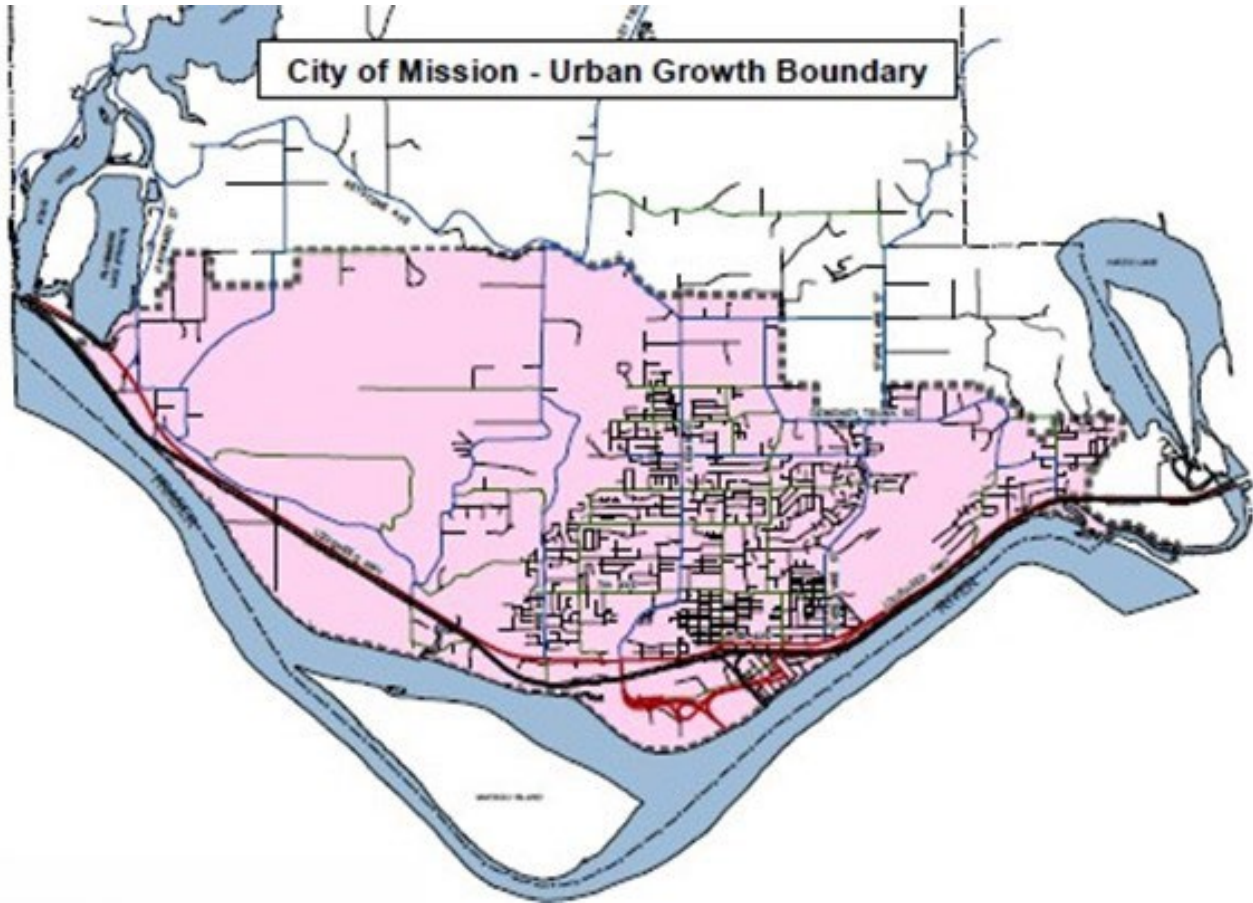
RESPONSIBILITIES

- 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
- Environmental Charter 2022-2027

APPENDIX 1: URBAN GROWTH BOUNDARY MAP



*** 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>
LAN.66(C)	Sept 6, 2022				RC22-422
LAN.66(C)		June 3, 2024	Y		RC24-300
LAN.66(C)		Aug 19, 2024	Y	Aug 19, 2024	RC24-420