

Alternative Public Engagement Strategies under the *Planning Act*

Interim Guideline for Precautionary Practices During COVID-19

Under normal circumstances, proponents of development applications for an Official Plan Amendment, Plan of Subdivision or Condominium, and Zoning By-law Amendment under the *Planning Act* are required to include a public consultation strategy to form a “complete application” (see O. Reg. Nos. 543/06, 544/06 and 545/06, as amended). The most often accepted approach is the applicant hosting an open house where the public are invited to an assembly hall to allow for in-person communication. Comments received as a result of the open house are submitted with the application in order to deem it ‘complete.’

However, given the precautionary practices necessary at this time due to the COVID-19 emergency, the County of Prince Edward is accepting alternative arrangements as part of a complete application.

Together with your choice of either Option 1 or Option 2 below, a **sign** shall be posted to identify the location of the subject property, clearly visible and legible from a public highway or other place to which the public has access. The sign shall reference a general description of the intended development and where information as described in Option 1 may be obtained.

OPTION 1: A Notice of Pending Development Application advertised in the most widely read newspaper(s) of the local area to the development lands.

The notice and all accompanying materials that have been prepared or as may be identified as planned for preparation shall be made available through an informing website, including a teleconference/webinar hosted by the applicant. As a minimum, the notice shall include the following information:

- A description of the subject land and a key map showing the subject land.
- A description of the proposed development (e.g. zoning by-law amendment to permit the following:...).
- Where and when additional information and material regarding the proposed development will be available to the public.
- An online forum (e.g. a teleconference or webinar and follow-up mailing address) for posting or asking questions with the expectations of receiving responses.
- An offer to submit to the County an interested person's request to receive notice of any future Council public meeting in respect of the proposed development (*name, email and address of the person*).

OPTION 2: A Notice of Pending Development Application is given by way of personal service, or ordinary mail through Canada Post's *Precision Targeted Neighbourhood Mail* services, or similar service, to landowners.

The notice, including the reference to an informing website and a teleconference/webinar, shall include the information as described in Option 1 above.



NOTE: To allow persons an opportunity to provide comments in response to the public engagement effort, Option 1 or Option 2 must be demonstrated as having been completed no sooner than 20 calendar days before submitting to the County a completed application.

This interim guideline is immediately in effect and continues until such time that a superseding notice is posted on the County's website (www.thecounty.ca).