



EXECUTIVE COMMITTEE

**Wednesday, July 9, 2014
11:45 AM**

Henry Baker Hall, Main Floor, City Hall



**Public Agenda
Executive Committee
Wednesday, July 9, 2014**

Approval of Public Agenda

Minutes of the meeting held on June 9 and 11, 2014.

Administration Reports

EX14-25 Proposed Amendments to the Public Notice Bylaw No. 2003-8, Regina Zoning Bylaw No. 9250 and Subdivision Bylaw No. 7748

Recommendation

1. That *Public Notice Policy Bylaw 2003-8, Part 18D of The Regina Zoning Bylaw No. 9250* and section 4A of *The Subdivision Bylaw No. 7748* be REPEALED and a new *Public Notice Bylaw, 2014*, in a form substantially as set out in Appendix A, attached to this report, be APPROVED.
2. That the Extended Public Consultation Guidelines as set out in Appendix B, attached to this report be APPROVED.
3. That this report be forwarded to the August 6, 2014 meeting of Regina Planning Commission for information only.
4. That this report be forwarded to the July 28, 2014 meeting of City Council to allow time for public notice in accordance with the applicable statutory requirements.

Resolution for Private Session

AT REGINA, SASKATCHEWAN, MONDAY, JUNE 9, 2014

AT A MEETING OF THE EXECUTIVE COMMITTEE
HELD IN PUBLIC SESSION

AT 11:45 AM

These are considered a draft rendering of the official minutes. Official minutes can be obtained through the Office of the City Clerk once approved.

Present: Councillor Barbara Young, in the Chair
Mayor Michael Fougere
Councillor Sharron Bryce
Councillor Bryon Burnett
Councillor Jerry Flegel
Councillor Shawn Fraser
Councillor Bob Hawkins
Councillor Terry Hincks
Councillor Wade Murray
Councillor Mike O'Donnell

Regrets: Councillor John Findura

Also in Attendance: Chief Legislative Officer & City Clerk, Jim Nicol
A/City Manager, Brent Sjoberg
Executive Director, Legal & Risk, Byron Werry
Executive Director, Planning, Jason Carlston
Executive Director, City Services, Neil Vandendort
CFO, Ed Archer
Director, Planning, Diana Hawryluk
Manager, Long Range Planning, Shanie Leugner
Manager, Policy & Risk Management, Curtis Smith
Committee Assistant, Mavis Torres

(The meeting commence in the absence of Councillors Jerry Flegel and Shawn Fraser)

(Councillor Jerry Flegel arrived at the meeting)

APPROVAL OF PUBLIC AGENDA

Councillor Sharron Bryce moved, AND IT WAS RESOLVED, that the agenda for this meeting be approved, as submitted, and that the delegations be heard in the order they are called by the Chairperson.

(Councillor Shawn Fraser arrived at the meeting)

ADMINISTRATION REPORTS

EX14-20 Interim Phasing and Financing Plan

Recommendation

1. That the Interim Phasing and Financing Plan described in Appendix A be approved.
2. That the Servicing Agreement Fee rates for 2014 and 2015 as identified within Appendix A be approved.
3. That Administration be directed to process only area plan applications for lands within the Interim Phasing and Financing Plan. Review of areas outside the Interim Phasing and Financing Plan is to be limited to coordination of infrastructure planning.
4. That only lands within the Interim Phasing and Financing Plan be permitted to develop until a final phasing and financing plan is adopted.
5. That a final Phasing and Financing Plan be developed in coordination with the Servicing Agreement Fee/Development Levy Policy Review.
6. That the phasing and financing of post-300K land be deferred until after the Servicing Agreement Fee/Development Levy Policy Review, a long term financial plan, and an intensification strategy are completed and that the funding earmarked for the post-300K phasing and financing project be redirected to the development of a final phasing and financing plan.
7. That the Servicing Agreement Fee Administration Fees be adjusted to account for ongoing funding of three new Engineering staff, commencing in 2014.
8. That the development of employment areas, as defined in the Official Community Plan, in all areas of the city be evaluated on a case-by-case basis.
9. That the City Solicitor be directed to amend the *Development Levy Bylaw* in accordance with the approved Interim Phasing and Financing Plan.

Shanie Leugner, Manager of Long Range Planning, made a power-point presentation, addressed and answered questions of the Committee. A copy of the presentation is on the file of the City Clerk.

The following addressed and answered questions of the Committee:

- Stu Niebergall, representing the Regina and Region Home Builders Association;
- Bob Linner and Pat Mah, representing North Ridge Development Corporation;
- John Nostrand, Jerven Weekes and Daryl Brown, representing Rosewood Park Alliance Church;
- Paul Moroz, Ned Kosteniuk and Evan Hunchak, representing Dream Development;
- Kevin Reese, representing The Creeks;
- Blair Forster and Chad Jedlic, representing Harvard Developments; and
- Lorne Yagelniski, representing Kensington Greens Corporation

RECESS

Mayor Michael Fougere moved, AND IT WAS RESOLVED that the meeting recess for 10 minutes.

The meeting recessed at 2:30 p.m.

(Councillor Sharron Bryce left the meeting)

The meeting reconvened at 2:40 p.m.

Mayor Michael Fougere moved that the recommendations contained in the report be concurred in.

Councillor Terry Hincks moved, in amendment, that a special study respecting Rosewood Park Development be referred back to the Administration for a report to be back to the September 10, 2014 meeting of the Executive Committee, and that the following be addressed in the report:

- **Is the plan as presented consistent with that of Coopertown?**
- **What financial implications would this bring to the City of Regina?**
- **What financial implications would this bring to other developments?**
- **What is the cost of storm water development on surrounding lands?**

The amendment was put and declared CARRIED.

The main motion, as amended, was put and declared CARRIED.

ADJOURNMENT

Councillor Bob Hawkins moved, AND IT WAS RESOLVED, that the meeting adjourn.

The meeting adjourned at 3:13 p.m.

Chairperson

Secretary

AT REGINA, SASKATCHEWAN, WEDNESDAY, JUNE 11, 2014

AT A MEETING OF THE EXECUTIVE COMMITTEE
HELD IN PUBLIC SESSION

AT 11:45 AM

These are considered a draft rendering of the official minutes. Official minutes can be obtained through the Office of the City Clerk once approved.

Present: Councillor Barbara Young, in the Chair
Councillor Sharron Bryce
Councillor Bryon Burnett
Councillor John Findura
Councillor Jerry Flegel
Councillor Shawn Fraser
Councillor Bob Hawkins
Councillor Terry Hincks
Councillor Wade Murray
Councillor Mike O'Donnell

Regrets: Mayor Michael Fougere

Also in Attendance: Chief Legislative Officer & City Clerk, Jim Nicol
A/City Manager, Brent Sjoberg
Executive Director, Legal & Risk, Byron Werry
CFO, Ed Archer
Executive Director, Planning, Jason Carlston
A/Executive Director, City Services, Neil Vandendort
Director, Planning, Diana Hawryluk
Director, Assessment and Property Taxation, Don Barr
Committee Assistant, Mavis Torres

(The meeting commenced in the absence of Councillors Jerry Flegel and John Findura)

APPROVAL OF PUBLIC AGENDA

Councillor Sharron Bryce moved, AND IT WAS RESOLVED, that the agenda for this meeting be approved, and that the delegations be heard in the order they are called by the Chairperson.

ADOPTION OF MINUTES

Councillor Wade Murray moved, AND IT WAS RESOLVED, that the minutes for the meeting held on May 14, 2014 be adopted, as circulated.

ADMINISTRATION REPORTS

EX14-21 Wastewater Treatment Plant Upgrade – Financial Model Update and Borrowing Bylaw

Recommendation

1. That the City Solicitor be instructed to prepare the necessary borrowing bylaw.
2. That this report be forwarded to the June 23, 2014 City Council meeting.

Mr. Jim Holmes, representing himself, addressed the Committee.

(Councillor Jerry Flegel arrived at the meeting)

(Councillor John Findura arrived at the meeting)

Councillor Jerry Flegel moved, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.

EX14-24 Wastewater Treatment Plant Upgrade – Notification of Preferred Proponent

Recommendation

That this report be forwarded to the June 23, 2014 meeting of City Council for information.

Councillor Mike O'Donnell moved, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.

OTHER REPORTS

EX14-22 Mayor's Housing Commission: Saskatchewan Housing Corporation Portfolio Renewal Initiative

Recommendation

1. That the Committee recommend Council authorize the Executive Director, City Planning and Development to negotiate and approve an agreement with the Saskatchewan Housing Corpora to allow the Saskatchewan Housing Corporation to retain the City of Regina's portion of the funds obtained from the proceeds of the sale of the single family dwellings as outlined in Option One of the Administration report.
2. That this report be forwarded to the June 23, 2014 City Council meeting.

Councillor Bob Hawkins moved, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.

CITY CLERK'S REPORTS

EX14-23 2014 Elected Official Committee Appointment – Arts Advisory Committee

Recommendation

1. That City Council appoint Councillor Bob Hawkins to the Arts Advisory Committee.
2. That this appointment be made effective immediately, with a term of office to December 31, 2014.
3. That Councillor Hawkins continue to hold office for the term indicated or until his successor is appointed.
4. That this report be forwarded to the June 23, 2014 City Council meeting.

Councillor Mike O'Donnell moved, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.

RESOLUTION FOR PRIVATE SESSION

Councillor Sharron Bryce moved, AND IT WAS RESOLVED, that in the interests of the public that the remainder of the items on the agenda be considered in private.

RECESS

Councillor Sharron Bryce moved, AND IT WAS RESOLVED, that the Committee recess for five minutes.

The meeting recessed at 12:30 p.m.

Chairperson

Secretary

July 9, 2014

To: Members,
Executive Committee

Re: Proposed Amendments to the Public Notice Bylaw No. 2003-8, Regina Zoning Bylaw No. 9250 and Subdivision Bylaw No. 7748

RECOMMENDATION

1. That *Public Notice Policy Bylaw 2003-8*, Part 18D of *The Regina Zoning Bylaw No. 9250* and section 4A of *The Subdivision Bylaw No. 7748* be REPEALED and a new *Public Notice Bylaw, 2014*, in a form substantially as set out in Appendix A, attached to this report, be APPROVED.
2. That the Extended Public Consultation Guidelines as set out in Appendix B, attached to this report be APPROVED.
3. That this report be forwarded to the August 6, 2014 meeting of Regina Planning Commission for information only.
4. That this report be forwarded to the July 28, 2014 meeting of City Council to allow time for public notice in accordance with the applicable statutory requirements.

CONCLUSION

The Administration is recommending approval of an amended Public Notice Bylaw pursuant to *The Planning and Development Act, 2007*. Some minor procedural changes are proposed to typical application review processes. In addition, public notice guidelines are being proposed to direct efforts where necessary to exceed minimum requirements.

The Administration identified in its review of current public notice requirements and identified improvements to ensure effective public notice, consultation and community engagement in application processes. Improvements include shifting notice requirements from the end of the process, for applications such as Zoning Bylaw amendments, to the beginning of the process making better use of the City's website, ensuring property owners are being notified directly and communicating with the community in a clear and less technical language.

BACKGROUND

The Planning and Development Act, 2007, allows an approving authority (such as the City of Regina) to adopt a public notice bylaw respecting various planning and development matters. In lieu of public notice bylaw, public notice requirements of *The Planning and Development Act, 2007* would apply. In addition, *Regina Zoning Bylaw No. 9250* and *The Subdivision Bylaw No. 7748* also currently specify certain public notice requirements.

The City currently has a Public Notice Bylaw. However, its authority is pursuant to *The Cities Act*. The re-adopted bylaw would also include provisions from *The Planning and Development Act, 2007*.

DISCUSSION

The Administration comprehensively reviewed its public notice procedures concerning planning and development matters and is recommending changes to *The Public Notice Bylaw*. Adoption of a new bylaw has afforded the opportunity to review minimum public notice standards, consider situations where additional public notice may be required, and other ways to improve communications with the public. A graphical summary of proposed changes to minimum standards is provided in Appendix C.

In addition, below is a general description of the proposed changes and their effect:

- All public notice required pursuant to *The Planning and Development Act, 2007* will now be consolidated into one bylaw. There are currently public notice requirements in *The Planning and Development Act, 2007*, *Regina Zoning Bylaw No. 9250*, and *The Subdivision Bylaw No. 7748*. This will simplify administration and access to public notice requirements.
- Some required elements of public notice are being shifted to the front of the process and removed from the end. For example, currently Zoning Bylaw amendments are advertised near the end of the process following public consultation and after consideration by the Regina Planning Commission. Currently, the notice provisions require only circulation to affected stakeholders, posting of public notice signage and advertisement in two separate editions of *The Leader-Post* before City Council's consideration. The proposed change would add the requirement to circulate to property owners in the vicinity, but advertise only once in the newspaper before City Council.

This change recognizes that it is important in the planning processes that more notice up front is needed to engage more of the community earlier in the process and ensure they are informed and have opportunity to respond before review by committee. In the Administration's experience, the newspaper advertisement is often the most costly form of notification, but delivers little benefit as most interested parties have already been identified earlier in the process. This change would also allow for proposals to be considered by City Council earlier after Regina Planning Commission rather than consideration being delayed through a longer advertising period.

- The City's website will be required to be used more extensively for formal advertising to supplement the newspaper advertisement. The City currently uses the website for communication related to bylaws and open houses although not specifically required. The new bylaw would require more use of the website.
- Street closures would now require notification to property owners in the vicinity. This change will correct inconsistencies in public notice for this application type. This form of notice will ensure nearby property owners will be notified directly for proposals to permanently close right of ways in the vicinity of their properties.
- Public notice signage could be waived if deemed impractical in cases where the sign would not be visible given remoteness of some properties. Such decisions would be at the discretion of the Development Officer and would be reported to Council. This is a procedural change as currently City Council is required to formally waive this requirement.
- Applicants will now be responsible for ensuring public notice signage is maintained on site throughout the review process. Currently the City is responsible for this. However, this is impractical for the City to monitor. Other municipalities have also taken a similar course.

Perhaps the more substantive change to the Administration of public notice and consultation is the adoption of supplementary public notice guidelines, which the Administration recommends that City Council endorse. These guidelines will mainly direct efforts where it is determined necessary to exceed the minimum notice requirements. Additional public notice may be required for certain applications that may have an elevated public interest or broader community impact. In other cases, exceeding the minimum notice requirements may simply be good practice or ensure better consistency.

In general the guidelines are summarized as follows:

- The general principle and purpose for public consultation is clarified and suggests how to effectively consult;
- The guidelines outline the conduct of an open house or public meeting; and
- The guidelines suggest how information is to be presented and feedback collected; how to inform residents; how to more effectively use the City's website; and how to keep the public involved throughout the process.

Lastly, in addition to the proposed changes to the mandatory minimum requirements and the public consultation guidelines, the Administration is exploring other ways in which communication with the public can be improved. It is recognized that the City's website can be used more effectively as a tool for dispensing and collecting information. The Administration will be improving newspaper advertisements to increase accessibility and general interest and considering how public notice signs can be more effective.

Outside of the scope of *The Public Notice Bylaw*, the Administration plans to regularly incorporate public education on zoning, development and planning matters into its annual department and business plans. This will supplement efforts to better notify and educate our residents on planning and development matters and is consistent with the Corporate Strategic Plan pillar to engage citizens.

RECOMMENDATION IMPLICATIONS

Financial Implications

It is expected that reducing the number of advertisements and adjusting the content of newspaper advertisements will result in a modest cost saving to the City. However, this saving will be offset somewhat by the additional notice provisions to area residents and stakeholders as outlined in the proposed amendments.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

Design Regina: The Official Community Plan Bylaw No. 2013-48 generally directs the City to support community engagement to build ownership of the plan. Community engagement is recognized as fundamental tool to achieve the Plan. The proposed changes will clarify and simplify the minimum required public notice requirements for planning and development related matters and establish guidelines for further public consultation.

This proposal is also strongly aligned with one of the four pillars of the new Corporate Strategic Plan “Building the Foundation,” which is to engage citizens.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

The related Zoning Bylaw Amendments will be advertised twice in *The Leader-Post* as per current public notice requirements in *The Planning and Development Act, 2007*.

DELEGATED AUTHORITY

City Council’s approval is required, pursuant to Part V of *The Planning and Development Act, 2007*.

Respectfully submitted,



Diana Hawryluk
Director, Planning

Respectfully submitted,



Jason Carlston, Executive Director
City Planning & Development

Report prepared by: Ben Mario, Senior City Planner

BYLAW NO. 2014-

THE PUBLIC NOTICE POLICY BYLAW, 2014

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

**PART I
PURPOSE AND STATUTORY AUTHORITY**

Purpose

1. The purpose of this Bylaw is to adopt a public notice policy that sets out minimum notice requirements, acceptable methods of giving notice and the required contents of notice to be followed with respect to those matters prescribed in *The Cities Act* and *The Planning and Development Act, 2007* for which public notice is required to be given prior to being considered by Council.

Statutory Authority

2. This authority for this Bylaw is section 102 of *The Cities Act* and section 24 of *The Planning and Development Act, 2007*.

**PART II
INTERPRETATION**

Definitions

3. In this Bylaw:

“**Council**” means the council of the City of Regina; and

“**Development Officer**” means a development officer as defined in *The Planning and Development Act, 2007*.

Calculation of Time

4. The calculation of days as expressed in this bylaw shall be calculated using calendar days and including the day of publication or posting but excluding the day of the Council meeting.

**PART III
THE CITIES ACT**

Public Notice Requirements

5. Notice of all matters requiring public notice be given pursuant to *The Cities Act* shall be given in accordance with this section:

- (a) written notice of the matter shall be published in a local newspaper with at least weekly circulation in the City of Regina at least seven days before the Council meeting at which the matter is to be considered; and
- (b) written notice of the matter shall be posted on the City's website at least seven days before the Council meeting at which the matter is to be considered.

Additional Notice – Street Closure

6. In addition to the notice requirements of section 5, additional notice shall be given in accordance with this section prior to Council considering any report on a proposed bylaw to permanently close a street:
- (a) written notice of the proposed closure shall be circulated in accordance with clause 8(b); and
 - (b) written notice of the proposed closure shall be sent to property owners in accordance with clause 8(c).

PART IV
THE PLANNING AND DEVELOPMENT ACT, 2007

Matters for Which Public Notice Must Be Given

7. Notice of the following matters requiring public notice be given pursuant to *The Planning and Development Act, 2007* shall be given in accordance with this Part:
- (a) the adoption, amendment or repeal of a bylaw for an official community plan or zoning bylaw;
 - (b) the adoption, amendment or repeal of a development levy bylaw;
 - (c) the application for discretionary use approval;
 - (d) the adoption, amendment or repeal of a bylaw authorizing the sale of a buffer strip or the exchange or sale of a municipal reserve;
 - (e) the voiding of a contract zoning agreement respecting the rezoning of land;
 - (f) the adoption, amendment or repeal of an interim development control bylaw; and
 - (g) the passing of a resolution to adopt or amend a concept plan.

Method and Contents of Notice

8. Subject to the specific requirements of this Part, public notice of all matters set out in section 7 shall be given by one or more of the following methods:
- (a) **Sign Posting** – notice of a matter requiring sign posting shall comply with the following:

- (i) the matter shall be posted on one or more public notice signs installed by the City on the property which is the subject of the matter to be considered;
 - (ii) the sign shall indicate the change being proposed and where additional information may be obtained;
 - (iii) the sign shall remain on the subject property during the entire application review process and shall be removed by the City following determination of the matter by Council; and
 - (iv) notwithstanding the foregoing, the requirements of this clause may be waived where, in the opinion of the Development Officer, sign posting serves no purpose or is impractical due to the remoteness or specific location of the subject property, provided that where sign posting is waived the waiver shall be reported to Council at the time of consideration of the matter;
- (b) **Circulation** – notice of a matter requiring circulation shall comply with the following:
- (i) written notice of the matter shall be sent by ordinary mail, which is to be postmarked at least seven days before the Council meeting at which the matter is to be considered, to all community associations and business improvement districts in the area in which the subject property is located;
 - (ii) written notice of the matter shall be sent by ordinary mail, which is to be postmarked at least seven days before the Council meeting at which the matter is to be considered, to any public or private agency or interest group which, in the discretion of the Development Officer could reasonably be affected by, have jurisdiction over or be interested in the matter being considered; and
 - (iii) the notice shall indicate:
 - (A) the location of the property which is the subject of the matter to be considered;
 - (B) the result of the proposed change;
 - (C) the approval process under which the City is considering the matter; and
 - (D) when, where and how comments on the matter may be submitted to the City;
- (c) **Advertisement** – notice of a matter requiring advertisement shall comply with the following:

- (i) written notice of the matter shall be published in a local newspaper with at least weekly circulation in the City of Regina and published on the City's website at least seven days before the Council meeting at which the matter is to be considered;
- (ii) the notice shall:
 - (A) contain a description of the matter being considered and any proposed bylaw and the reasons for the same;
 - (B) describe the affected area by:
 - (1) civic address, legal description or by including a map; or
 - (2) in the case of a bylaw of general application, the type of property affected but not the specific location of each property affected;
 - (C) indicate where and when any proposed bylaw may be examined by any interested person;
 - (D) set out the date, time and place at which the matter is to be considered and at which any required public hearing will be held; and
 - (E) outline the procedure by which Council will consider the matter and by which any required public hearing will be conducted;
- (d) **Property Owner Notice** – notice of a matter requiring notice to property owners shall comply with the following:
 - (i) written notice of the matter shall be sent by ordinary mail, which is to be postmarked at least seven days before the Council meeting at which the matter is to be considered, to all assessed owners of property located within a 75 metre radius of the boundary of the property which is the subject of the matter to be considered;
 - (iii) the notice shall indicate:
 - (A) the location of the property which is the subject of the matter to be considered;
 - (B) the result of the proposed change;
 - (C) the approval process under which the City is considering the matter; and
 - (D) when, where and how comments on the matter may be submitted to the City.

Public Notice Requirements

9. Public notice of consideration of a matter set out in clause 7(a) relating to a zoning or official community plan bylaw shall be given as follows:
 - (1) in the case of a proposed official community plan amendment, the matter shall be:
 - (a) if the proposed matter is in relation to a specific property:
 - (A) sign posted pursuant to clause 8(a);
 - (B) circulated pursuant to clause 8(b);
 - (C) sent to property owners pursuant to clause 8(d); and
 - (b) advertised pursuant to clause 8(c), except that the advertisement shall be published twice, seven days apart, with the first publication occurring at least 14 days before the Council meeting at which the matter is to be considered;
 - (2) in the case of a proposed zoning bylaw amendment, the matter shall be:
 - (a) if the proposed matter is in relation to a specific property:
 - (A) sign posted pursuant to clause 8(a);
 - (B) circulated pursuant to clause 8(b);
 - (C) sent to property owners pursuant to clause 8(d); and
 - (b) advertised pursuant to clause 8(c);
 - (3) in the case of a bylaw adopting or repealing an official community plan or zoning bylaw, the matter shall be advertised pursuant clause 8(c), except that that the advertisement shall be published four times, seven days apart, with the first publication occurring at least 28 days before the Council meeting at which the matter is to be considered.
10. Public notice of consideration of a matter set out in clause 7(b) relating to the adoption, amendment or repeal of a development levy bylaw shall be advertised pursuant to clause 8(c).
11. Public notice of consideration of a matter set out in clause 7(c) relating to an application for discretionary use shall be:
 - (1) sign posted pursuant to clause 8(a);
 - (2) circulated pursuant to clause 8(b); and

- (3) sent to property owners pursuant to clause 8(d).
12. Public notice of consideration of a matter set out in clause 7(d) relating the adoption, amendment or repeal of a bylaw authorizing the sale of a buffer strip or the exchange or sale of a municipal reserve shall be:
 - (1) sign posted pursuant to clause 8(a);
 - (2) circulated pursuant to clause 8(b); and
 - (3) advertised pursuant to clause 8(c).
 13. Public notice of consideration of a matter set out in clause 7(e) relating to the voiding of a contract zoning agreement respecting the rezoning of land shall be sent to property owners pursuant to clause 8(d) and sent by ordinary mail to the assessed owner of the subject property at least seven days before the Council meeting at which the matter is to be considered.
 14. Public notice of the adoption, amendment or repeal of a matter set out in clause 7(f) relating to the adoption, amendment or repeal of an interim development control bylaw shall be given within 30 days after the date that the bylaw has been passed by publishing notice in a local newspaper with at least weekly circulation in the City of Regina at least once each week for two consecutive weeks;
 15. Public notice of consideration of a matter set out in clause 7(g) relating to passing of a resolution to adopt or amend a concept plan shall be:
 - (1) sign posted pursuant to clause 8(a);
 - (2) circulated pursuant to clause 8(b); and
 - (3) advertised pursuant to clause 8(c).

PART V GENERAL

Public Consultation Guidelines

16. (1) The notice requirements of this Bylaw are mandatory minimum requirements which must be complied with by the City.
- (2) Council, in its discretion, may require additional notice of specific matters and may adopt public consultation guidelines to provide direction for circumstances in which, at the discretion of the Development Officer, additional public notice or consultation will be undertaken.

Subsequent Meetings

17. Public notice in accordance with this Bylaw is required only when Council initially considers a matter. Unless otherwise directed by Council, no further notice is required of any subsequent meeting of Council at which the same matter may be considered.

PART VI

REPEAL, CONSEQUENTIAL AMENDMENTS and COMING INTO FORCE

18. Part 18D of *The Regina Zoning Bylaw No. 9250* and section 4A of *The Subdivision Bylaw No. 7748* are repealed.
19. This Bylaw comes into force on the day of passage.

Public Consultation Guidelines

Public consultation guidelines are intended to provide direction in situations when it is determined necessary to exceed the mandatory requirements set forth in *The Public Notice Bylaw*.

The City acknowledges the importance of public participation in the City-building process. The intent of these guidelines is to ensure residents are consulted appropriately throughout the development review process.

The City of Regina follows the International Association for Public Participation's methodology and defines the goal of public consultation as "to obtain public feedback on analysis, alternatives and/or decisions". The City's commitment to the public at this level of participation is "we will keep you informed, listen to, and acknowledge concerns, and provide feedback on how public input has influenced the decision."

Public consultation should be executed when proposals are of interest to the public, the impact to the neighbourhood is high, or perceived as high, and the subject matter is of a sensitive nature. (i.e. a proposed high density infill residential development in a lower density neighbourhood, a proposed new greenfield community, a change of use to an existing building that may have off-site impacts)

Open House

- Public are greeted upon arrival
- Provide public with the opportunity to interact with City staff one-on-one, ask questions, and voice concerns
- A formal presentation is not required
- Easy to understand, informational boards highlight the change(s) being proposed to ensure residents are able to provide educated feedback
- Provide the public simple ways to provide feedback, both in writing at the meeting and afterwards online
- Ensure the open house is hosted in a public space that is easily accessible and held at a convenient time, such as a weekday evening
- Consider using portable signage and the City's online channels to increase awareness of open houses
- Partner with community associations to educate residents and increase open house attendance

Public Meeting

- Same format as the Open House with the addition of a presentation
- Formal presentation with a questions and answers session
- Use public meetings to explain more complex proposals that may be of a more technical nature or to respond to a particular directive by City Council or a commission

Online Channels (Regina.ca and social media)

- Post proposals on Regina.ca
- Use the website to post additional information that expands on the print ad
- Use a common and easy to remember URL (i.e. regina.ca/planningproposals)
- Reference the URL in other communications such as newspaper advertisements, mail outs, and public notice signage
- Provide feedback collected at public meetings
- Provide next steps and status updates on proposals

Traditional Communications

- Communications to the public, such as mail outs, advertisements, and online copy should be written in simple language
- Mail-outs should be sent to the surrounding community
- Regular mail outs should be sent at the beginning of a formal review process.
- Mail areas should use natural boundaries, such as streets or lanes and should be sent to the area impacted by the proposal.
- Send invitations and information at least 10 days before the open house or meeting.
- Advertise the open house/public meeting in the local newspaper
- Use Regina.ca and the City's social media channels to generate awareness of the proposal and feedback opportunities (reach a broader audience instead of just those directly affected)
- Post notices on community message boards, community centres, facilities, libraries, etc.

Continuing the Conversation

- To maintain transparency in the process, distribute a summary of the comments collected – “what we heard”
- Keep online information related to the proposal updated
- Clearly indicate what the next steps are in the proposal process and where the application is in terms of the timeline
- Organize a follow-up public meeting or open house to further discuss issues on contentious proposals if necessary

Appendix C

Summary of Changes to Minimum Public Notice Requirements

		Sign Posting	Circulation	Newspaper Advertisement	Mail Notice (75m min)	Website Posting	City Hall Posting
Street Closure	Current		<input checked="" type="checkbox"/>	x1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Proposed		<input checked="" type="checkbox"/>	x1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Zoning Bylaw Amendments	Current	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	x2			
	Proposed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	x1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
OCP Amendments	Current			x2			
	Proposed			x2		<input checked="" type="checkbox"/>	
Zoning Bylaw or OCP Adoption/ Repeal	Current			x4		<input checked="" type="checkbox"/>	
	Proposed			x4			
Development Levy Bylaw Adoption, Amendment or Repeal	Current			x2			
	Proposed			x1		<input checked="" type="checkbox"/>	
Discretionary Use	Current	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
	Proposed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
Sale of Buffer Strip	Current			x2			
	Proposed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	x1		<input checked="" type="checkbox"/>	
Voiding Contract Zone	Current			x1			
	Proposed				<input checked="" type="checkbox"/>		
Concept Plan Adoptions or Amendments	Current	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	x2			
	Proposed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	x1		<input checked="" type="checkbox"/>	