



**Camosun Community Association (CCA)
Development Application process
(rezoning, development permit, etc.)**

CCA Land Use Director responsibilities

Before the application is filed

1. Upon being contacted by the prospective applicant, the CCA Director responsible for Land Use should have an introductory discussion by phone or meet at the property in question. At this time, explain some of the potential opportunities and challenges that the applicant may face. Describe what relevant policies and precedents the CCA may look to (e.g. the Local Area Plan, Official Community Plan, and others).
2. If necessary, meet with the CCA Board to go over potential possibilities for the site. Consider what community amenities may be appropriate.
3. Request that the proponent hold a meeting with neighbours at this time.
 - a. Assist the proponent with organizing the meeting. Hold the meeting at the site in question or as near as possible.
 - b. While the proponent should cover the costs of the venue and printing for materials, the CCA Land Use Director should make an effort to distribute the materials to neighbouring residences to ensure they are properly delivered. Notification of an initial meeting should be distributed to all properties within 100m of the site, or further if recommended by the CCA Board.
 - c. The CCA Land Use Director should attend the meeting and keep a record of minutes. Contact information for interested neighbouring residents should be collected to keep them informed throughout the process.
 - d. Communicate to the proponent the comments heard at the meeting.
4. Request that the proponent share draft plans with the CCA before submitting an application. Continue working with the proponent to identify potential issues or concerns at the early stages. The proponent may choose to file an application while some issues are unresolved.

After the application is filed

5. Encourage the proponent to address any unresolved concerns as the application moves through the planning process.
6. Communicate with Saanich Planning the comments or concerns that have been raised. This should be done by replying to the Referral received after an application has been filed. An official position is not needed at this time.
7. If deemed necessary, assist the applicant with organizing an open house. This may not be needed for low-profile development applications. As with the neighbours' meeting, costs should be covered by the applicant but the CCA Land Use Director should attempt to deliver the notifications. The CCA Board will determine the area in which notifications will be delivered by considering a balance between the interests of immediate neighbours and impacts on the wider neighbourhood. Notice of the open house should also be posted on the CCA website and social media.
8. In anticipation of the project going before Saanich Council, a survey (poll) of neighbouring residences should take place. Ideally, the survey is carried out later in the process to ensure that all potential changes to the proposal have been addressed.
 - a. The survey package should include a description of the project, the purpose of the development application, and a link to where more detailed plans can be found. If necessary, a cover letter from the proponent can be included.
 - b. The proponent should cover the costs of printing, with the survey package to be distributed by the Land Use Director. Survey packages should be distributed to the same residences that were notified of the Open House, or as outlined by the CCA Board.
 - c. Survey participants will be given at least two weeks to respond, and either submit their survey in-person or by email. If needed, the Land Use Director can arrange to pick up completed surveys.
9. Compile results of the survey (poll). Information that is of interest will include:
 - a. Percentage of responses in support of, neutral to, or in opposition of the proposal.
 - b. Response rate (surveys received / surveys distributed).
 - c. Geographical distribution of survey responses (displayed on map).
 - d. Other comments received. Comments should be coded, categorized, and weighted.
10. Meet with the CCA Board to discuss whether a position will be taken for the proposal (support or opposition). Otherwise, the Board may choose to remain

neutral. While making a decision, information to be considered should include the comments from neighbours, amenities offered by the proponent, results of the survey, and concordance with relevant guidelines or policies. Other considerations may be brought forward by the Board.

11. Share the results of the survey with the applicant and Saanich Planning, and let them know if a position has been taken.

After a Council meeting date has been set

12. As the application goes to Saanich Council, compose a letter to Mayor & Council (cc the applicant and Saanich Planning) explaining the CCA's position, outstanding concerns or issues, and a summary of the survey results.
13. Share information about the Council meeting with interested residents and on the CCA website and social media.
14. If possible, the CCA Land Use Director or other delegated Board member will attend the meeting and summarize the letter to Council. As a Community Association representative, the speaker will receive 10 minutes to address Council.
15. If the proposal passes the approval stages, continue to work with the proponent to ensure that the project adheres to the development permit guidelines and to address any community concerns that may arise during implementation.