

## Public Consultation Program

<p><b>Description</b></p>	<p>Public engagement is an important part of the planning and development process. Receiving input from community stakeholders at the appropriate stages is fundamental to the success of any public consultation program. Accordingly, we strongly recommend you or your clients engage the community by facilitating a public consultation prior to submitting a formal development application.</p>
<p><b>When Required</b></p>	<p>The City may request the Proponent chair a public consultation program in cases where there is expected to be significant public interest in the proposed development. The type of public meeting to be conducted (e.g. door to door canvassing, open house, or town hall format) is determined by the applicant and should consider the nature of the proposal as well as the scope of the impact on other properties. If you have questions about what type of public consultation is best for your project, you are encouraged to contact the planner.</p> <p>The Proponent will provide the City with a package summarizing the results of the public information session containing at a minimum, the following:</p> <ol style="list-style-type: none"> <li>1. List of attendees, including names, addresses and phone numbers (where provided voluntarily)</li> <li>2. Copies of all letters and other written communications received</li> <li>3. A letter of response from the Proponent outlining how all the concerns and issues raised by the public were addressed</li> </ol>
<p><b>Required Contents</b></p>	<p>When submitting a formal application, please include a written summary of the results of the public consultation containing at a minimum, the following:</p> <ol style="list-style-type: none"> <li>1. Number of people consulted as well as their addresses</li> <li>2. Copies of all letters and other written communications received</li> <li>3. If an event is held: a list of attendees, including names, addresses and phone numbers (where provided voluntarily)</li> <li>4. If an event is held: how people were notified of the event (i.e. newspaper advertisement, flyer in mailbox, etc.)</li> </ol>

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|  | 5. A letter of response outlining how all the concerns and issues raised by the public were addressed. |
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If you decide to have an open house, you may find the City of Winnipeg Public Open House Guidelines useful. A link to the document is below:

<https://winnipeg.ca/ppd/Documents/CityPlanning/Public-Open-House-Guidelines.pdf>