

**Appendix "4" – CDS-59-2013**

**RIDGEWAY-THUNDER BAY SECONDARY PLAN PROCESS – DRAFT OPA 15**

**Public Meeting Notice Circulation and Posting Information**

At its June 13<sup>th</sup>, 2013 Council-In-Committee meeting, authorization was provided by Council (CDS-55-13) to commence the formal processing of draft OPA 15.

Notice of the draft Secondary Plan release and Statutory Public Meeting were made using requirements of both the Planning Act and those recently endorsed by Council that were capable of being met. Subsequently, Notice for this Public Meeting was:

- **included in the Thursday, June 6<sup>th</sup> Fort Erie Times;**
- **sent to Bridgeburg Station, Ridgeway and Crystal Beach BIA's;**
- **provided to Centennial, Crystal Ridge and Stevensville Libraries for posting;**
- **posted on the pin-board outside the door of the Crystal Beach Post Office;**
- **provided in the Town Hall Atrium's information pamphlet kiosk;**
- **posted at the Leisureplex;**
- **provided to Fort Erie Museums for posting;**
- **added to the electronic sign out front of Town Hall;**
- **posted to the Town Blog site and Twitter social media sites; and**
- **further to those listed above - all those who provided e-mail addresses at either of the 2 Public Information Meetings were also sent the Notice as a courtesy.**

Staff notes that efforts to post the Notice at the Canada Post location in Ridgeway led to Post Office staff informing Town staff that it was not permitted to post such information in the facilities. As a result Ridgeway and Bridgeburg Post Offices did not have the Notice posted. Staff were able to reach Canada Post's National Director of Real Estate who confirms it is not permitted under their policies. The Canada Post Director did indicate he would bring this matter forward internally for discussion and follow up with Town staff.

Additionally, Staff were unable to provide a statement on the water bills prior to the Public Meeting as the allocation for available space on the printed bill was reserved for other announcements. Furthermore, the nature of the billing cycle was such that the

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date staff received authorization occurred after the cut-off date for the June mail-out. Regardless, the space had also been allocated to other notices.

When considering that July is optimal for the presence of the Town's seasonal residents, the Public Meeting had been scheduled to proceed relying on the balance of the enhanced notifications, representing the best possible efforts of staff to have this Public Meeting publicized.

It should also be noted that the June and July mail-outs of the water bill are already assigned for other Notices, however, staff will be placing Notice on the August mail-out (billing for July) to advise that comments can still be received on the Secondary Plan up until Council's decision on adoption.

Therefore, staff will not bring the Recommendation Report forward until September 2013 for Council's consideration in order to ensure the water bills have been issued with the appropriate information and person's will have had an opportunity to comment if they should so choose.