



Mount Tolmie Community Association (MTCA)

Information for Applicants Proposing Development within the MTCA Boundary Area

The MTCA is a local non-profit organization that acts to engage citizens within its boundaries and offers to assist development applicants in public consultation. Early consultation should assist with finalizing a development project and avoid any public misunderstandings at later stages of consideration of the application. MTCA is open to meeting with all potential or current development applicants for informal discussion about preliminary ideas or a specific proposal.

MTCA offers to work with a development applicant(s) towards common goals including, but not limited to:

- A. Discussing any questions either party may have to help define the proposal.
- B. Establishing a process so that both parties can understand time frames and public notification procedures.
- C. Defining a public consultation process that engages the community to hear and comment on the proposal. This process informs applicants and the MTCA about public opinion. Saanich refers development applications to MTCA for comment and public opinion informs our response.

Recommended Steps to Follow

Contact MTCA at **mtcdevelop@gmail.com** for any assistance in this process including submitting any materials for a potential development project of any kind within the MTCA area. If you are unable to submit electronic documents, please contact the MTCA to make alternative arrangements at the email address above.

Applicant Pre-application Process

1. Determine what information is required to introduce the project to the MTCA. Information can include a general statement describing the project and if ready a site plan, elevation plan and landscape plan. Additional information can include the proposed rezoning if applicable or the proposed subdivision or development under current zoning and how the proposal complies with the Saanich Official Community Plan, the Shelbourne Local Area Plan and the Shelbourne Valley Action Plan. Proposed variances or covenants may be outlined if identified at this stage.



2. Contact the MTCA at least three (3) weeks before the next scheduled MTCA Board meeting to be added to the agenda to introduce the project. The Board may ask questions and offer initial comments for your consideration. The timing of such meetings is dependent on how many development applications there are on the Board's agenda. Board meeting dates are found on the MTCA website (mtca.ca).
3. If a rezoning is proposed it is suggested that the applicant prepare initial ideas on community contributions to share with the association in accordance with s.482 of the *Local Government Act* and Section 5.8 of the Shelbourne Valley Action Plan. MTCA or neighbours may have additional ideas on amenities, however it is up to the developer/applicant to prepare an initial contribution package.
4. If changes to the application are made as a result of meeting with MTCA, please provide a summary update or meet with MTCA at a subsequent meeting to explain the changes made.

Public Consultation Process

1. Once the proposal is finalized it is suggested that you engage in public consultation meetings in collaboration with MTCA. It is the applicant's responsibility to arrange the meeting. MTCA has suggested meeting guidelines that we will provide to you. These guidelines are also available on our website. (Refer to "Suggested Public Meeting Guidelines for Development Applicants")
2. It might also be useful for you to meet with immediate surrounding neighbours who are most affected by the proposal.

Application Submission to Saanich

1. Once public engagement is completed and the proposal is at a final stage to submit to Saanich, please inform MTCA. Note that Saanich will refer the proposal to MTCA for comment. MTCA will respond to Saanich and outline the public consultation process that occurred and the public comment and opinion that was stated.
2. MTCA representatives and individual community members may offer written or verbal comments at subsequent events held by Saanich Council.

Contact: mtcadevelop@gmail.com

Website: mtca.ca