

PUBLIC INFORMATION MEETING ENGAGEMENT SUMMARY TEMPLATE

Date of This Report

[Add report date:]

Author of This Report

[Add full name/names of author/authors:]

Project Name and Description

[Include the name of the project and a high-level description of the project]

Provide a Summary of the Community Outreach

[Include as the following details]

- When and where the meeting took place.
- How the meeting was advertised and how surrounding property owners were notified (attach copies of the advertising materials in the appendix).
- What methods of engagement were used to gather feedback from community members (e.g., virtual meeting, in-person meeting, online/paper survey).
- How many people attended the meeting or responded to outreach.
- How the feedback was/will be incorporated into the development application.

What Was Presented at the Meeting?

[Provide a summary of the information that was provided at the meeting. If specific questions were asked of community members in the meeting or in survey, provide an overview of the questions. Attach copies of any of the materials presented or shared as an appendix to this report]



What was the Feedback from the Community?

[Refer to the Public Information Guide for information on how to fill-out this section]

How will you Incorporate the Feedback?

[Include a summary of how community feedback has changed or been incorporated into the development application]

How Do You Plan to Report Back?

[Include a description of how you plan to report back to the participants of the meeting and community outreach to share how their feedback was used, and what the next steps in the project will be]

Include Attachments

Include the following attachments to the summary report:

- Appendix A - Notification Materials. Examples may include:
 - Newspaper Advertisement
 - Social Media Post
 - Neighbourhood Notification Postcards
 - Other forms of notification
- Appendix B - Engagement Materials. Examples may include:
 - Posterboards
 - Survey
 - Presentation slides

