

# Applicant Outreach Summary

**Please complete this form and include with your application submission.**

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**Project name:** Legalizing basement suite - 8345 34 Ave NW

Did you conduct community outreach on your application?  YES or  NO

If no, please provide your rationale for why you did not conduct outreach.

## **Outreach Strategy**

Provide an overview of your outreach strategy, summary of tactics and techniques you undertook (Include dates, locations, # of participants and any other relevant details)

Letters were delivered to neighbours from the City and a land use redesignation sign was placed on the front lawn during the week of June 6, 2022.

I discussed the plans with my neighbours on June 13, 2022 and June 16, 2022.

## **Stakeholders**

Who did you connect with in your outreach program? List all stakeholder groups you connected with. (Please do not include individual names)

Neighbours on both sides

**What did you hear?**

Provide a summary of main issues and ideas that were raised by participants in your outreach.

Participants were confused on the legalizing plan based on the letter received by the City. The way the letters were worded, it was confusing and somewhat indicated that a backyard suite was being planned. However, through conversations I clarified that this is simply legalizing the existing illegal suite in the basement.

**How did stakeholder input influence decisions?**

Provide a summary of how the issues and ideas summarized above influenced project decisions. If they did not, provide a response for why.

No other input received and an understanding was reached by all parties.

**How did you close the loop with stakeholders?**

Provide a summary of how you shared outreach outcomes and final project decisions with the stakeholders that participated in your outreach. (Please include any reports or supplementary materials as attachments)

A verbal understanding was reached by all parties.