

Killarney-Sussex-Wildwood Sanitary Sewer LAS

Communication Plan

for communication with homeowners during the pre-petition and petition period.

Communication	Delivery Method	Purpose	Approximate Date
Website	Website	<ul style="list-style-type: none"> • Provide general information about local area service (LAS) projects • Explain what work the proposed LAS project would involve • Show high level timelines • Provide updates, as needed • Answer FAQs • Link to resources • Provide working group contact information • Link on website to “ask a question” • Minutes/presentation slides from past neighbourhood meetings • Working group meeting agendas and minutes • Ability to sign up for email notification of updates to website through e-Notify 	Ongoing, launch in July?
Update Letter	Mail or hand deliver	<ul style="list-style-type: none"> • Notify homeowners that updates will be available online • Outline timelines 	July, 2015
Pre-Petition Information Package	Mail or hand deliver	<ul style="list-style-type: none"> • Invite homeowners to Pre-Petition Neighbourhood Meeting • Provide information about petition requirements, project scope and costs • Identify houses that may require pumps (Content to be confirmed by Working Group in September) 	Oct. 6, 2015
Pre-Petition Neighbourhood Meeting	Meeting	<ul style="list-style-type: none"> • Present cost information • Explain petition requirements and deadlines • Q&A • Identify houses that may require pumps, design drawings available to look at 	Oct. 27, 2015
Formal Petition	Registered Mail	<ul style="list-style-type: none"> • Cover letter: explain petition requirements and deadlines, LAS project details and costs. (no new information) • Provide petition form to homeowners 	Out: Oct. 30, 2015 Due: Nov. 20, 2015
Post-Petition Update	Email/website	<ul style="list-style-type: none"> • Communicate petition results and outline next steps (e.g. LAS Bylaw goes to Council for approval if petition successful, or no further action if petition unsuccessful) 	Nov. 27, 2015 (or after Council agenda posted?)

Killarney-Sussex-Wildwood LAS Working Group Timelines (2015)

May	June	July	August
<ul style="list-style-type: none"> • Develop communication plan • High level sanitary sewer plans (pre-watermain) 	<ul style="list-style-type: none"> • Refine + adopt communication plan • Determine content for website • Sanitary sewers 101 	<ul style="list-style-type: none"> • Possible site visit to see construction of Ridgeview project • Update letter to homeowners • Website launch 	

September	October	November	December
<ul style="list-style-type: none"> • Communication planning (plan for neighbourhood meeting) • Preliminary costing from Ridgeview project • Detailed drawing (90% design) • Killarney-Sussex-Wildwood cost estimate • Report to Council due (authorize formal petition): Friday, Sept. 25th 	<ul style="list-style-type: none"> • Agenda setting for neighbourhood meeting • Council Meeting (authorize formal petition): Monday, Oct. 5th • Letter to neighbourhood: Tuesday, Oct. 6th • Neighbourhood meeting: Week of Oct. 26th • Petition Mail out: Friday, Oct. 30th 	<ul style="list-style-type: none"> • Petition Due: Friday, Nov. 20th • Post-petition update to homeowners 	<ul style="list-style-type: none"> • Report to Council due (petition results + LAS Bylaw): Friday, Dec. 4th • Council Meeting (Bylaw 1st 3 readings): Monday, Dec 14th

Legend

Working group agenda item

Communication to Homeowners

Communication to City Council