

# GUIDE TO PUBLIC INFORMATION MEETINGS



## WHAT IS A PUBLIC INFORMATION MEETING?

A Public Information Meeting is an opportunity for an applicant or their agent to provide the public with additional information regarding their project and to give the public an additional opportunity to provide comments on the project.

## WHEN IS A PUBLIC INFORMATION MEETING REQUIRED?

Schedule D of Bylaw 522 (Planning & Development Fees and Procedures Bylaw) requires an applicant to conduct a meeting in conjunction with the following types of applications:

- The zoning bylaw amendment requires an official community plan amendment;
- The zoning bylaw amendment would result in “upzoning” from rural or residential zones to commercial, industrial or assembly zones;

- The zoning bylaw amendment involves more than 10 hectares of land;
- The zoning bylaw amendment involves the potential creation of 10 or more lots;
- The Manager of Planning & Development or Planning & Development Committee considers the proposal to be of a major scale or nature, which would warrant public access to additional information and the opportunity to inquire about the proposal beyond that offered by the regular referral process.

In considering the above criteria, the Manager of Planning & Development or Planning & Development Committee may waive the requirement for a public information meeting if the issues and concerns with a zoning bylaw amendment application are not considered major. This also does

not preclude the need for a public hearing, as required by the *Local Government Act*.

## SCHEDULING OF MEETINGS

Public information meetings will be scheduled in consultation with the applicant by the Manager of Planning & Development upon initial review of an application:

- Meetings should be held between 7:00 – 9:00 pm
- Meetings should be scheduled to be held Mondays through Thursdays, excluding holidays. Where the SCRD considers it appropriate a meeting may be held during the day on a weekend where the majority of the affected parties may have difficulty attending evening meetings.
- Where feasible, meetings should be held in a public facility (community hall, school) in the community where the application is located.



**NOTIFICATION METHODS**

A newspaper advertisement must be placed in a Sunshine Coast newspaper at least one week and not more than two weeks prior to the meeting.

The ad must be at least two columns wide. The ad should include the following:

- The time, date and place of the meeting;
- The purpose of the meeting;
- A description of the subject property (legal description and street address), including a location map or sketch;
- Who to contact for further information.

Property owners and occupants within at least 100 metres of the land under application should be notified directly by mail or hand billing as appropriate. BC Assessment Authority assessment rolls should be used to generate mailing lists (SCRD assistance may be necessary).

For applications amending a bylaw, a sign shall be posted on the property line clearly visible from a street indicating there is an application pending. The sign is to be installed at least 10 days before the public meeting and removed within 10 days after the final decision. The applicant is responsible for installing, repairing and removing the sign. Sign specifications are as follows:

**ORGANIZATION AND CONDUCT OF INFORMATION MEETINGS**

- The applicant or their agent is to conduct the public information meeting
- The public information meeting should involve a presentation of the proposal by the applicants or their agent followed by a public question and answer session. Meeting should be planned to be up to two hours in duration.
- Subject to availability, an SCR D staff person may attend to record comments and concerns raised at the meeting. Applicants will be encouraged to provide a brief questionnaire asking

Attendees for comments about what they do or do not like about the proposal and what changes they would suggest. A summary of comments will be forwarded to the Planning & Development Committee.

- The applicant is responsible for paying all costs associated with the public meeting.

**DISCLAIMER**

The information provided above is intended as a guide only, is not a legal document and content is subject to change. It is recommended that you contact Planning and Development Division staff to discuss the information directly pertaining to your application.

**SIGN SPECIFICATIONS**

