



PUBLIC INFORMATION MEETING

The Manager of Planning & Development will schedule the meeting after the initial review of the application and in consultation with the applicant, at which time the format of the meeting will be determined.

When a public information meeting is required by the Sunshine Coast Regional District (SCRD) it may be conducted as:

- an open house format, allowing members of the public drop in at any time during the scheduled hours, move freely between display stations, and speak one-on-one with the applicant and SCRD staff. There would be no formal presentation; or
- a formal meeting format with the meeting to be chaired by the applicant or their representative. The applicant will make a presentation of their proposal, which is to be followed by a question-and answer period.

It is then the applicant's responsibility to arrange and conduct the meeting in line with these guidelines.

The Manager of Planning & Development or their designate will attend the meeting to observe the proceedings and answer any procedural questions.

WHEN A PUBLIC INFORMATION MEETING IS REQUIRED

A public information meeting is required for the following types of applications:

A bylaw amendment that involves more intensive or extensive zoning or land uses, more than 10 hectares of land, or a proposed subdivision of 10 or more lots.

A subdivision application comprising more than 10 hectares or the creation of 10 or more lots.

Any application that the Manager of Planning & Development, the Board, or a Board Committee considers to be of a scale or nature that warrants additional public engagement beyond the standard referral and hearing process.

SCHEDULING AND TIMING

1. Meetings should be held on weekday evenings (Monday through Thursday, excluding holidays), between 7:00 p.m. and 9:00 p.m.
2. If weekday attendance would be difficult for the public or nearby property owners, the Manager of Planning & Development may approve a weekend date.
3. The meeting should run for no more than two hours.

For complex applications or where there is a significant community interest, applicants should consider engaging with a professional with experience facilitating public consultation events.

The applicant is responsible for all costs related to the Public Information Meeting.

LOCATION

1. Where possible, hold the meeting in a public facility — such as a community hall or school — in the area most affected by the application.
2. If more convenient and adequate facilities exist on the subject property, the meeting may be held there.
3. If the Manager of Planning & Development considers it appropriate, the meeting may be held at the SCRD offices.

GIVING NOTICE

To ensure the public has adequate notice, the applicant must complete all the following steps before the meeting:

1. Notification Signs

For applications that trigger the sign posting requirement under Bylaw No. 522, a notification sign must be posted on the subject property line facing the street, clearly visible from the road. The sign must be:

- Installed at least 10 days before the meeting
- Constructed in accordance with the template provided by SCRD staff
- Removed within 10 days of the final decision on the application

The applicant is responsible for installing, maintaining, and removing the sign, and for any damage from its installation.

2. Newspaper Advertisement

Place an advertisement in a local newspaper no earlier than two weeks and no later than one week before the meeting.

The advertisement must be at least two columns wide and include:

- Date, time, and location of the meeting
- Purpose of the meeting
- Description of the subject property, including the legal description
- Civic address and a location map
- Applicant name and telephone number

SCRD staff can provide a sample, if necessary.

3. Notice to Adjacent Property Owners and Residents

The applicant must notify all property owners and residents within at least 100 metres of the subject property. Notice may be delivered in person or by mail. BC Assessment rolls should be used to prepare the notification list. SCRD staff can assist with preparing the list.

SETTING UP THE MEETING

The applicant is responsible for arranging the venue and all logistics and is responsible for the set up any applicable presentation materials, display boards, audiovisual equipment, chairs, tables, etc.

Sign in Sheet

Provide a sign-in sheet at the door, that all those attending are encouraged to fill out, including name and neighbourhood of residence.

Display Boards

Display Boards should be provided if an Open House format is proposed, though it may also be beneficial to provide them for a more Formal Meeting format. Display boards should explain the proposal. Required topics include:

- Overview of the site and its context (maps, aerial photos)
- Summary of the proposal and what is being applied for
- Key changes or impacts (land use, environment, traffic, servicing, etc.)
- Timeline and next steps in the approval process

Boards should use plain language and visuals. Avoid technical jargon where possible.

DURING THE MEETING

Staffing

The applicant and/or their representatives must be present throughout the meeting to answer questions one-on-one in an Open House format, or from the audience in a more Formal Meeting format. The Manager of Planning & Development or their designate may also attend the meeting to observe the proceedings and answer any procedural questions.

Written Comment Forms

The applicant must provide a written comment form for attendees to submit feedback. Comment forms should be available at a clearly marked station and include:

- Space for the attendee's name and area of residence.
- Are you in support of the proposal? (Yes, No, or Neutral/Undecided)
- What do you like about the proposal?
- Are there any changes you would like to see made?
- Any other comments?
- A return method for comments to be provided by the public, either via a drop box on site, or for attendees who wish to submit comments after the meeting — a mailing address, or an email address — with a deadline for submissions one week after the date of the meeting.

A sample comment form is included at the end of this guide.

AFTER THE MEETING

Following the meeting, the applicant must:

1. Compile all written comment forms and verbal feedback received.
2. Prepare a written summary of the meeting, including the number of attendees, a list of questions and concerns raised, and copies of all comment forms received.
3. Submit the summary to the SCRD Planning and Development Department for review before the application proceeds to the next stage.

COMMENT SHEET

Public Information Meeting

PROPOSED [APPLICATION TYPE]

for [CIVIC ADDRESS]

1. Name: _____

2. Area of residence: _____

3. Are you in support of the proposal?

Yes

No

Undecided

4. What do you like about the proposal?

5. Are there any changes you would like to see made to the proposal?

6. Any other comments?

Send me updates about this proposal to: _____
(Email)

Please return your completed Comment Sheet at this meeting,
or by [DATE] via email to [EMAIL] or drop-off at SCRD Office 1975 Field Road, Sechelt.

SIGN-IN SHEET

Public Information Meeting

PROPOSED [APPLICATION TYPE]

for [CIVIC ADDRESS]

	NAME	AREA OF RESIDENCE
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2		
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This sheet will be provided to the SCRD as a record of attendance to this Public Information Meeting.