

Public Information Meetings

Planning and Development Department



If a public information meeting is required, the Manager of Planning & Development will schedule the meeting upon their initial review of the application and after consultation with the applicant.

Subsequently, it is the applicant's responsibility to arrange and conduct the meeting according to the following guidelines:

1. A public information meeting should be held between 7:00 p.m. and 9:00 p.m.
2. A public information meeting should be held Mondays through Thursday, excluding holidays. Where the Manager of Planning & Development considers appropriate, a public information meeting may be held on a day of the weekend, if members of the public or adjacent property owners would otherwise have difficulty attending a meeting held on a weekday. A public information meeting held on a weekend should be in the afternoon.
3. Where possible, a public information meeting should be held in a public facility, such as a public hall or school, in the community most affected by the respective application. In certain cases, where considered more convenient, accessible and where adequate meeting facilities exist, an applicant may hold a public information meeting at the property that is subject to the respective application. If deemed more appropriate by the Manager of Planning & Development, a public information meeting may be held within the offices of the Sunshine Coast Regional District.
4. To ensure the public and persons who may be affected by a zoning bylaw amendment have adequate notice of a public information meeting, the following steps are to be taken:
 - (1) An advertisement for the public information meeting is to be placed in a local newspaper at least one week and not more than two weeks prior to the meeting.
 - (2) The newspaper advertisement must display at least two columns wide and include the following information about the public information meeting:
 - (a) Time, date and place;
 - (b) Purpose of the meeting;
 - (c) Description of the subject property subject, including a legal description;
 - (d) Civic address and location map; and
 - (e) Applicant name and telephone number
5. The applicant must notify adjacent property owners and residents within at least 100 metres of the property (or properties) subject to the zoning bylaw amendment in person, by mail or hand-billing. BC Assessment rolls should be used in preparing an adjacent-property owner list. Sunshine Coast Regional District staff may assist in preparing the list.
6. The applicant must submit a report summarizing the meeting including a copy of all comments received.

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The following guidelines will ensure an effective public information meeting is conducted:

- The applicant will arrange a suitable meeting place, and set up any presentation materials, audio-visual equipment, chairs, tables, etc.
- The Manager of Planning & Development or their designate will attend the public information meeting to introduce the purpose of the meeting and observe the proceedings.
- The public information meeting will commence at the scheduled time, with opening remarks from the Manager of Planning & Development or their designate as to the purpose of the meeting, after which the meeting will be chaired by the applicant.
- The applicant will make a presentation of their proposal, which is to be followed by a question-and-answer period.
- The public information meeting should be no more than two hours.
- The applicant is encouraged to provide a questionnaire to persons attending the public information meeting, soliciting comments on the proposal.
- The applicant will arrange to record and prepare a summary of the proceedings and submit the summary to the SCRD for review.
- The applicant is responsible for paying all costs associated with a public information meeting.