

Public Information Meeting Handout

Why am I required to host a public information meeting?

Applicants for Official Community Plan Amendments, Zoning Bylaw Amendments, Temporary Use Permits or Development Variance Permits are required to hold a Public Information Meeting prior to the application being considered by Council as set out in the *Development Procedures Bylaw*. The purpose of the meeting is to provide an additional opportunity for the public to access information and to inquire about the proposal beyond that available through the standard application referral, and public hearing process. It also lets you gain general feedback from your neighbours regarding your proposal and gives you the opportunity to address any concerns prior to submitting your development proposal to Council.

When and where should the public information meeting take place?

The booking and selection of the venue for the meeting is the applicant's responsibility but it should be discussed with City staff. City staff will be able to recommend possible venues depending on the application and may require a specific venue in special circumstances. Some things to consider when you are selecting a venue include: the anticipated number of people in attendance, the capacity of the venue, the accessibility of the venue, parking availability, and the type of presentation or materials that you will have.

How do I notify people?

The City will provide you with a list of addresses that you are required to contact. For Official Community Plan Amendments, Zoning Bylaw Amendments or Temporary Use Permits, you are required to notify property owners and tenants within 100 metres of your development site or a specified distance determined by the City. You may also be required to advertise the meeting in the local newspaper. For Development Variance Permits, you are required to notify property owners and tenants within 30 metres of your development site or a specified distance determined by the City. These are the minimum distances required; you may wish to expand the notification radius.

The notification must be delivered at least 7 days in advance of the meeting and it must include:

- time, date and location of the public information meeting
- address and map of the proposed development site
- description of your proposal
- opportunity to provide written feedback
- applicant contact information

What information do I need to supply at the meeting?

At the public information meeting you will provide an overview of your development proposal to those in attendance. The use of professional facilitation or consulting services is strongly encouraged to conduct the meeting and may be required by the City in the case of sensitive applications. In absence of professional facilitation or consulting services, you may find it beneficial to have at least one individual taking notes and recording input in addition to the person giving the presentation and answering questions as you will be required to provide a summary of public input at the conclusion of the meeting. At a minimum, you should have the following documents available.

- Sign-in sheet
- Comment sheet to provide written feedback
- Site plan
- Floor plans and elevations
- Landscape plan
- Copies of related consultant studies if applicable (traffic, environmental, geotechnical etc.)

Will City staff be present at the meeting?

The Public Information Meeting is held by the applicant. Depending on the nature of the application, it may be attended by City Staff at the discretion of the City.

After the meeting, what information do I need to submit to the City?

Applicants are required to submit a summary report of the meeting which includes the following information:

- a) Location and duration of the meeting;
- b) Number of attendees;
- c) How the meeting was advertised and how surrounding property owners were notified;
- d) Information provided at the meeting; and
- e) A summation of questions raised and major discussion points.

How will the feedback from the meeting be used?

The input received at the Public Information Meeting will be reviewed by staff as part of the application process. Some of the feedback you receive during the meeting may inform changes to your proposal or require additional information to be provided. The summary report which you are required to submit following the Public Information Meeting will be included in a staff report for Council's consideration of a permit or prior to consideration of 1st and 2nd reading of a bylaw amendment. It will also form part of the public record for your application.

Questions?

If you have further questions regarding Public Information Meetings please contact staff in the Development Services Department. Contact information is provided below.



PUBLIC INFORMATION MEETING

SIGN IN SHEET
FOR

NAME (Please Print)	ADDRESS

PUBLIC INFORMATION MEETING

COMMENT SHEET

Name: _____ Email: _____

Address: _____ Phone: _____

Please return your comments by:
Comment sheets can be submitted by one of the following methods:

1. Drop your comment sheet off at the Development Services Department, City of Courtenay
830 Cliffe Avenue
2. Email your comment sheet to planning@courtenay.ca
3. Fax your comment sheet to 250-334-4241