



The City of White Rock's Guide to PUBLIC INFORMATION MEETINGS

This brochure is provided as a guide for convenience only. It is not intended to replace Bylaws or other legal documents nor should it be construed by anyone as a right to development approval if the steps indicated are followed.

What is a Public Information Meeting?

As per the "White Rock Planning Procedures Bylaw, 2009, No. 1869", applicants for specified types of land use / development approval are required to hold a Public Information Meeting to present their proposal to the public and to discuss and answer any questions related to the proposal. The main purpose behind this requirement is to obtain feedback from area residents so that potential issues or concerns can be identified and addressed early in the land use / development approval process.

When is a Public Information Meeting Required?

Applicants for the following types of land use / development approval are required to hold a Public Information Meeting prior to presentation of the application to the Land Use & Planning Committee and/or Council:

- Official Community Plan Amendment;
- Zoning Amendment;
- Development Variance Permit;
- Temporary Commercial Use Permit; and/or,
- Land Use Contract Amendment / Discharge.

Meeting Logistics

(1) Time & Date

Meetings should be held in, or extended into, the evening on weekdays so that residents who work during the daytime may attend. Meetings during weekends, holidays and special seasons should be avoided.

(2) Location

The meeting should be held in a location suitable to accommodate and provide information to all adjacent land owners within 100m of the limits of the subject site. Preferably, the location should be in close proximity to the subject site. Appropriate venues include community halls, schools and churches.

(3) Notification

The meeting is to be advertised by mail as well as through the City News section of the local newspaper. Planning & Development Services staff will coordinate the newspaper advertisement which will appear in the City News section of the local newspaper prior to the meeting date.

Mail-out notification is required to be coordinated by the applicant. Notification is to be distributed to all adjacent residents within 100m of the subject site based on mailing labels provided by Planning & Development Services staff. The "White Rock Planning Procedures Bylaw, 2009, No. 1869" requires owners to notify tenants, where applicable. Notice of the meeting should be mailed or otherwise delivered. **The notice should be mailed ten (10) to fourteen (14) days in advance of the meeting date to ensure that the neighbouring residents receive it in time.** It should contain the following information:

- Time & date of meeting;
- Place of meeting;
- Purpose of meeting; and
- Lands that are subject of the meeting.

Summary of the Public Information Meeting Process

- (1) *Select Meeting Date, time and location;*
- (2) *Advertise in City Page in Peace Arch News (City to prepare);*
- (3) *Send notification letter to residents within 100 meters;*
- (4) *Host meeting*
- (5) *Submit to City attendance list, completed feedback forms, and summary of comments.*

The mail-out notice should be provided to Planning & Development Services staff for review prior to finalization and distribution.

(4) Format

The format of the meeting may include, but is not limited to, a combination of the following options:

- Open house;
- Presentation;
- Display;
- Small group discussion;
- Question and answer period; and/or,
- Feedback forms.

The use of feedback forms is highly recommended. If a feedback form is proposed for the meeting, a draft version should be provided to Planning & Development Services staff for review prior to finalization.

A sign-in sheet should be available at the meeting to record the number of attendees.

A representative from the Planning & Development Services Department, at the direction of the Director of Development Services, will attend the meeting as an observer and to answer any questions regarding the application process and/or specific City policies.

(5) Public Response & Minutes

The applicant is required to provide a record of the meeting to Planning & Development Services staff not less than **one week prior to the presentation of the application and bylaw and/or permit to the Land Use & Planning Committee and/or Council.** The results may be submitted in summary report format and should include the following information:

- The sign-in sheet from the meeting;
- Completed feedback forms;
- Summary of comments received;
- Discussion of how any issues / concerns identified from the meeting and/or feedback forms are to be addressed in the project.

For More Information

If you have any questions or require further information, please contact the Planning & Development Services Department at: 604-541-2155 or at planning@city.whiterock.bc.ca.