

Format of Notice

It is recommended that the applicant use this format for the Public Information Meeting for the newspaper advertisement.

Public Information Meeting

A proposal to Rezone the property at

(address)

(insert map)

The purpose of the meeting is to allow the applicant to present details of the proposal and to review input from the community.

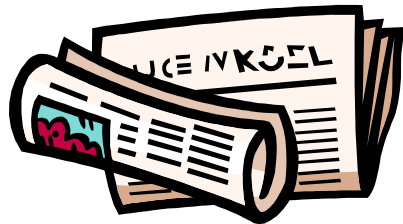
Date

Time

Location

Formal presentation to begin at _____pm

Details of the proposal include:



Revised August 20, 2003

Central Saanich



Public Information Meeting Guide

District of Central Saanich
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Saanichton, B.C. V8M 2A9

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“The District of Central Saanich encourages all applicants/ developers to meet with the community when they are applying for a development that requires rezoning. All details of the public information meeting including proposed signage, newspaper notification and brochures (if proposed) as well as details of the meeting itself are to be reviewed by staff and forwarded to Council for information.”

Rationale

Where a proposed rezoning or development may be controversial or significant, Council recommends that holding a Public Information Meeting is a good opportunity for the developer to explain the project and provide information and respond to questions and comments of residents that may be affected. This allows the developer to listen to the concerns of the community and provide for a more informal meeting setting to explain the proposal prior to Council consideration.

Timing

It is recommended that the applicant hold the public information meeting as early as possible in the process, but after Council has been advised of the proposal usually at an Information Presentation at a Committee meeting. Members of Council and staff, i.e. the Director of Planning, must be advised in writing of the date, time and place of the meeting at least two weeks in advance of the meeting so that Council and Municipal representatives may attend as observers. Mid-week evening meetings are preferred.

This pamphlet is intended for general guidance only. Applicants should consult the Local Government Act, the Land Title Act, the District of Central Saanich Land Use Bylaw and other municipal bylaws for requirements and procedures.

Meeting

The meeting is to be conducted by the applicant and/or representatives (architect, engineer, etc.) and may be attended by District of Central Saanich staff and members of Council. The meeting may be held in a local school, church, or meeting hall with the permission of the appropriate authorities, but not in the Fire Hall or Municipal Council Chambers. All costs related to the meeting are to be paid by the applicant. Staff may be in attendance to respond to public questions and to later provide a review of the meeting and submitted comment sheets as part of the Staff report.

At the meeting, a brief presentation should be provided by the applicants (at a specified time) after which the public will have an opportunity to informally discuss the project. Any member of the public not able to attend the presentation may drop in at any time during the evening to review the details of the project. The applicant should ensure that there is adequate opportunity for comments and questions from the public.

The applicant should consider providing the following details of the proposal as appropriate at the meeting:

1. Site description, including legal description and address;
2. Existing and proposed zoning/density/subdivision layout;
3. Building arrangement;
4. Design;
5. Transportation impacts;
6. Environmental impacts;
7. Social impacts;
8. Community benefit;
9. Tree retention/landscaping proposal; and
10. Development phasing.

Visual presentation, such as sketches and models, are usually the most effective method of relaying the information to the public.

Notification

An Information Package should be delivered to the notification area. This package should include a **notice** provided by the applicant which clearly explains who is conducting the meeting (the applicant); the topic of the meeting; the location of the subject property; the date, time, and place of the meeting; the specific time at which the formal presentation will begin as well as full details of the proposal.

A **Mail-In Comment Sheet** should be attached to the package to allow for written comments to be submitted to the District of Central Saanich.

To notify the public, the applicant should:

1. Mail or otherwise deliver an Information Package to all property owners and residents within a minimum distance of 100m (330 ft) of the property, two weeks prior to the date of the meeting.
2. Mail or otherwise deliver an Information Package to rate-payers' organizations, community or residents' associations in the area.
3. Advertise the meeting in a display ad in one issue of the *Peninsula News Review* (minimum three columns by 10 cm) in the two weeks prior to the meeting using a standard format provided by the Planning Department.
4. Post an appropriate sign on subject property (suggested minimum size 1m.sq.). The signage details should include: brief details of the proposal, details of the Public Information Meeting, and how to get more information on the proposal including the telephone numbers of both the applicant and the Planning Department.
5. The sign should be put on the subject property a minimum of two weeks prior to the meeting date and removed within seven days following the meeting.
6. The applicant is requested to provide the Planning Department with a draft notice for the information package, newspaper advertisement, and signage details for review. This should be provided at least five days prior to the intended date of publication to ensure adequate time for staff and Council review.