

Public Information Meeting for Detailed Planning Applications

1. Purpose

The key purpose of the Public Information Meeting is to provide area residents with an opportunity to learn about a development proposal and identify potential issues or concerns that can be addressed early in the application process. Public Information Meetings serve as a complementary engagement tool alongside the mandated statutory notification process.

The following guidelines aim to assist development applicants in preparing for, and conducting, a Public Information Meeting as required for any identified complex development proposal (e.g., Rezoning, Official Community Plan (OCP) Amendment, Development Permit for Form and Character, and/or Heritage Revitalization Agreement, etc.).

This handout may be subject to occasional changes and guideline parameters may vary accordingly depending on the complexity of the development application. Please consult with a District of North Vancouver Development Planner prior to proceeding with a Public Information Meeting to ensure the most-up-to date information is reviewed.

2. Meeting Format

Public Information Meetings for significant property developments are currently being held online. However, depending on the size, scale, and nature of the development proposal, an in-person meeting may additionally be required when deemed necessary by the District of North Vancouver.

Virtual Public Information Meeting

Virtual Public Information Meetings are "live" for a 2-week period (21 days) and hosted through a webpage on the District of North Vancouver's public meeting platform. The webpage (see [dnv.org/public-meeting for examples](https://dnv.org/public-meeting-for-examples)) may consist of the following requirements:

- Applicant(s) contact information
- A link to the District of North Vancouver's significant development application webpage for the subject proposal
- A video presentation describing the application (details below)
- A power-point slide presentation (details below)
- A "Live chat" setting (details below)
- A timeline of the proposal

Video Presentation

The intent of the video presentation is to provide an overview of the proposal and aim to answer questions that may arise. The content of the video is typically the applicant speaking over the presentation slides as they roll in the background. Please limit the length to a maximum of 5 minutes.

While there is no formal criteria for the video, the following content is most suitable:

- Detailed Planning Application information (i.e., proposal details)
- Site location/address
- Policy context
- Proposed community benefit
- Timeline

Presentation slides

Please limit the presentation to a maximum of 12 slides. Legibility is key as members of the public may be viewing on mobile devices.

It is the applicant's responsibility to submit the video presentation and presentation slides a minimum of 2 weeks (14 days) in advance of the meeting. Please refer to *Section 4* for submission deadlines.

Q&A chat function

The public will have the opportunity to ask questions and/or leave comments by participating in the Q&A chat function.

Questions explicitly related to the proposal will be forwarded to the applicant by the District Planner. The applicant must provide answers to these questions in **two business days** in order for the District Planner to upload the answers onto the webpage. Any questions related to District's policy and/or planning will be answered by the District Planner.

In-Person Public Information Meeting

If requested, applicants may be required to hold an in-person Public Information Meeting.

In-person Public Information Meetings should be open house style and hosted near the proposed development site in a universally accessible venue (e.g., local school, church, or meeting hall, etc.).

Please note in-person Public Information Meetings should be scheduled in the evening during mid-week (Wednesday or Thursday) and not on school holidays unless otherwise approved. The venue must be confirmed with the District Planner.

The applicant should ensure the following information is communicated through presentation-like display boards:

- Existing and proposed zoning and density
- Proposed site plan and design (elevations, landscape treatment)

- Colour material board and models (if applicable)
- Transportation impacts (including parking information)
- Environmental impacts (if applicable)
- Social impacts (if applicable)
- Community benefits (including Community Amenity Contributions if applicable)
- Development phasing (if applicable)
- Detailed Planning Application flowchart (provided by District Planner)

The applicant may choose to hire an independent third-party facilitator to host the in-person Public Information Meeting. Presentations by the applicant (or facilitator) are welcome but not mandatory. However, timing of any presentation must be stated in the notification requirement as identified in *Section 3*.

The applicant must create a sign-up sheet (including name/address/contact for attendees) and print a sufficient number of comment sheets ([Attachment 1](#)) which will be provided to the applicant by the District Planner.

At the end of the meeting, comment sheets are to be collected by the applicant and provided back to the District Planner.

Record of Meeting

Public input during an in-person Public Information Meeting must be recorded to ensure an accurate record of the proceedings is transcribed. The following sets out applicant responsibilities and expectations:

- Applicant to bring copies of comment forms to the Public Information Meeting
- Comment sheets collected at the meeting by the applicant and provided to the District Planner
- Should the applicant use an independent third-party facilitator, they must submit a written report summarizing the meeting two weeks (14 days) after the close of the public notification period. Please confirm this date ahead of time with the District Planner.
- The summary report should include the following:
 - Copies of newspaper ads and signage (refer to Section 4)
 - A record of topics and questions raised
 - A summary of the key issues
 - A copy of the meeting sign-in sheet

Comment Period

There will be a minimum two-week (14 days) comment period following the date of the in-person Public Information Meeting and/or will coincide with the two-week virtual Public Information Meeting. Copies of comment sheets and emails received will be provided to applicant with personal information redacted.

Staff Attendance

The District Planner will attend the in-person Public Information Meeting in the capacity of an observer and will be available to respond to questions related to policy and/or the development approval process.

3. Applicant's Notification Requirements

It is the applicant's responsibility to notify the public of the virtual and/or in-person Public Information Meeting through the following:

A. Notification Letter in the form of a "Flyer" ([Attachment 2](#))

- Notification Flyer must contain:
 - Who is conducting the meeting (the applicant)
 - General details on the proposal under consideration
 - Date and/or time of the meeting (including the specific time for any proposed presentation. Please be clear this is not a formal Public Hearing)
 - Development process flowchart and, if applicable, a Centre's Context Map ([Attachment 3](#)). These two documents will be provided by the District Planner
- Applicant to mail or otherwise deliver the Notification Flyer two weeks (14 days) prior to the virtual and/or in-person Public Information Meeting date
- Notification Flyer to be delivered to the identified notification area (provided to applicant by the District Planner)
- Applicant to work with Canada Post to determine list of mailing addresses. Please send receipt and confirmation of mailing list to the District Planner
- Notification Flyer must be reviewed and approved by the District Planner a minimum of 5 weeks (35 days) prior to the virtual and/or in-person Public Information Meeting date
- Please refer to *Section 4* for submission deadlines.

B. Newspaper publication ([Attachment 4](#))

- The applicant is responsible for displaying an advertisement (provided to the applicant by District staff) in two issues of the "North Shore News" (NSN) Newspaper
 - Virtual meetings will require the advertisement be displayed a week (7 days) prior to the meeting and during the first week of the meeting
 - In-person meetings will require the advertisement be displayed 2 weeks (14 days) prior to the date of the meeting
 - If both a virtual and an in-person meeting is required, please confirm dates with the District Planner
- The applicant should consult with NSN in advance to ensure internal submission deadlines are met
- Size must be a minimum quarter page display advertisement
- Must be posted before the "Classified" section of the newspaper
- Receipt of purchase must be sent to District Planner prior to the meeting

C. Onsite-signage ([Attachment 5](#))

- One or more vertical and/or arterial signs are to be posted on the subject property to ensure visibility on all street frontages
- Sign(s) are created and installed by District staff a minimum of two weeks (14 days) prior to the meeting date and removed within seven days following the meeting
- District Planner will provide confirmation on sign location(s)
- Sign(s) to be 2.4m by 1.2m vertical sign for sites where a vertical sign format is inappropriate, a horizontal sign format may be used, at the direction of Development Planning department staff

4. Timing of Meeting

The Public Information Meeting should occur at an appropriate stage in the application review process, as determined by the District Planner. Typically, this occurs after the interdepartmental review has finished given the proposal may change in response to staff comments. Inappropriate timing may require additional Public Information Meetings, leading to additional time and cost.

The provided target submission deadlines ([Attachment 6](#)) are to increase the overall efficiency of, and improve, processing review times. However, please note that the need for additional lead time may arise from, but is not limited to, an applicant's response time and/or the need for external referrals.

Arrangements will generally need to be initiated a minimum of 1.5 to 2 months in advance of the meeting to allow for the review of submission materials by the District Planner and to meet the required notification deadlines.

Please note that members of Council are advised in writing of the meeting by staff at least three weeks (21 days) in advance

5. Applicable Fees

All costs related to the meeting are to be assumed by the applicant and will be clearly outlined in advance of the meeting. Please consult with a District Planner to confirm fees. Payment must be received prior to the commencement of the meeting.

Attachments

1. [Comment Sheet](#)
2. [Sample of Notification Flyer](#)
3. [Development Review Process Flow Chart & Centres Context Map](#)
4. [Sample Newspaper Advertisement](#)
5. [Sample On-site signage](#)
6. [Timeline for Virtual Public Information Meeting](#)

COMMENT SHEET The District of North Vancouver	
PROPOSAL:	Development Company _____ Address _____ Proposed 4 storey residential building
To help us determine neighbourhood opinions, please provide us with any input you have on this project (feel free to attach additional sheets):	
SAMPLE COMMENT SHEET PREPARED BY STAFF	
Your Name _____	Street Address _____
The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of this public consultation process unless its release is authorized by its owner or is compelled by a Court or an agent duly authorized under another Act. Further information may be obtained by speaking with The District of North Vancouver's Manager of Administrative Services at 604-990-2207.	
Please return, by mail or email by May 31, 2017 to:	
District Planner _____	
Tel: 604 990-1234	
District of North Vancouver - Community Planning Department	
355 West Queens Road, North Vancouver, BC V7N 4N5	
Email: ____@dnv.org	

Attachment 2 – Sample Notification Flyer

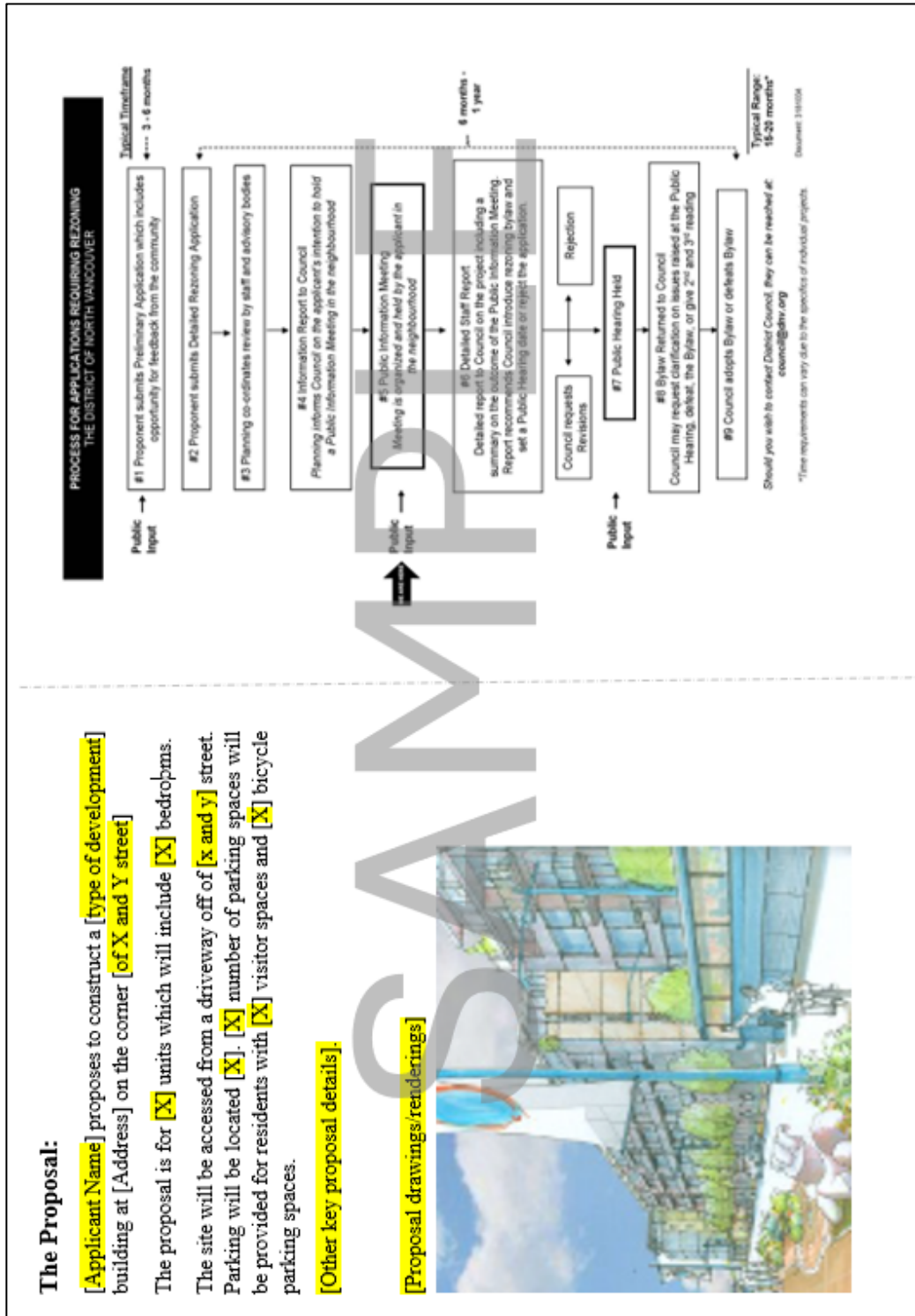
The following is a sample design for a Virtual Public Information Meeting (one sheet, double sided). The applicant may format the flyer differently from this sample, given that the same information is displayed. All designs must be reviewed and approved by District Planning Staff prior to distribution

(Outside – Front cover and back cover)

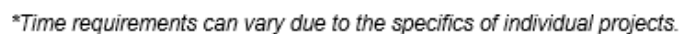
Virtual Public Information Meeting A two-week public input opportunity will be held through the District of North Vancouver's platform. This is an opportunity for neighbours to share their feedback and ask questions to [Applicant Name] regarding the development proposal. For Further Information please contact: [Applicant Name] [Applicant email] [Applicant phone] [Planner Name] , Development Planner District of North Vancouver [Planner Email] 604-990-2411 [Sample Site Map]	Notice of Virtual Public Information Meeting in Your Neighbourhood [Applicant Name] is hosting a Public Information Meeting to present the development proposal for [describe proposal] at [address] , North Vancouver. This information is being distributed to the owners and occupants within 100 metres of the proposed development site in accordance with District of North Vancouver policy. MEETING TIME [START DATE] – [END DATE] Please visit DNV.org/public-meeting to access the virtual two-week meeting.
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Attachment 2 – Sample Notification Flyer

(Inside)

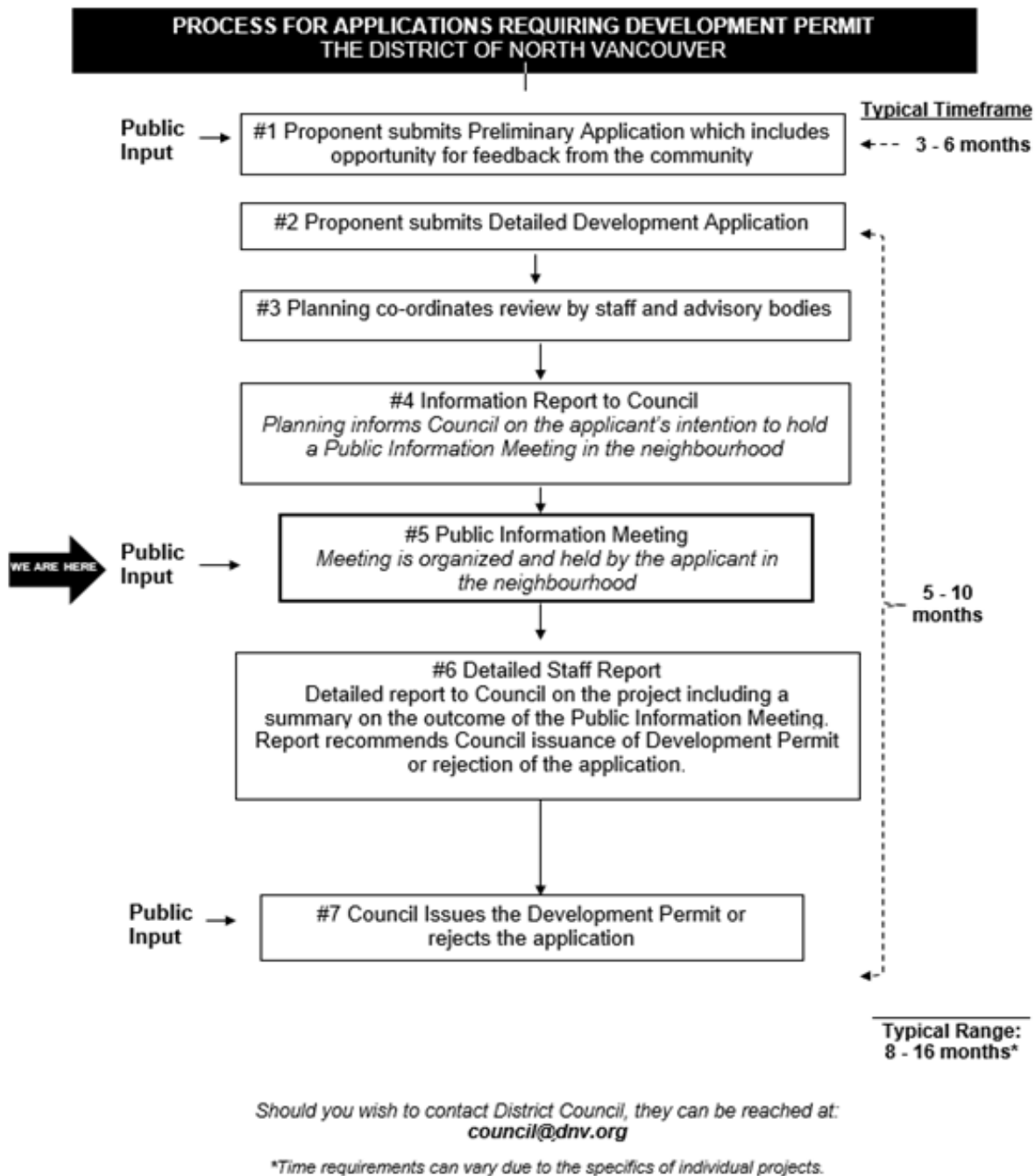


(For inclusion in notification flyer)



Attachment 3 – Development Review Process Flowchart (No Rezoning Required)

(For inclusion in notification flyer)



(For inclusion in notification flyer)



Attachment 4 – Sample Newspaper Advertisement


Development Proposal

PUBLIC INFO MEETING:

Date and Time
Location with address

This is not a Public Hearing. District of North Vancouver Council will formally consider the proposal at a later date.

PROPOSAL: 123 Main Street



50 non-market rental units
40 parking spaces
3 stories

WE ARE HERE

EARLY INPUT MEETING → **PUBLIC INFO MEETING** → **PUBLIC HEARING** →

LOGO

Questions?
Jane Smith, ABC Company
604-123-4567, jane@abc.com

Attachment 5 – Sample Signage

Please ensure resolution of any images (maps) is at least 150dpi.

Red CMYK (24,94,90,38).

Green CMYK (90,30,95,30)

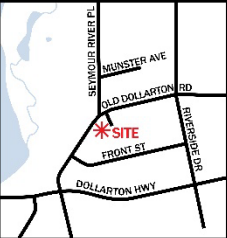
Public Information Meeting Onsite Sign

Size: Vertical 4' x 8'

For placing on site of proposed development

Development Proposal

PUBLIC INFO MEETING:
Date and Time
Location of meeting
Address of meeting

PROPOSAL: Information is preliminary and subject to change
123 Main Street

50 non-market rental units
40 parking spaces
3 stories

WE ARE HERE
EARLY INPUT MEETING **PUBLIC INFO MEETING** **PUBLIC HEARING** →

LOGO
Contact:
Jane Smith
ABC Company
604-123-4567, jane@abc.com

Public Information Meeting Arterial Sign

Size: Vertical 4' x 8'

For placing on arterial route near proposed development

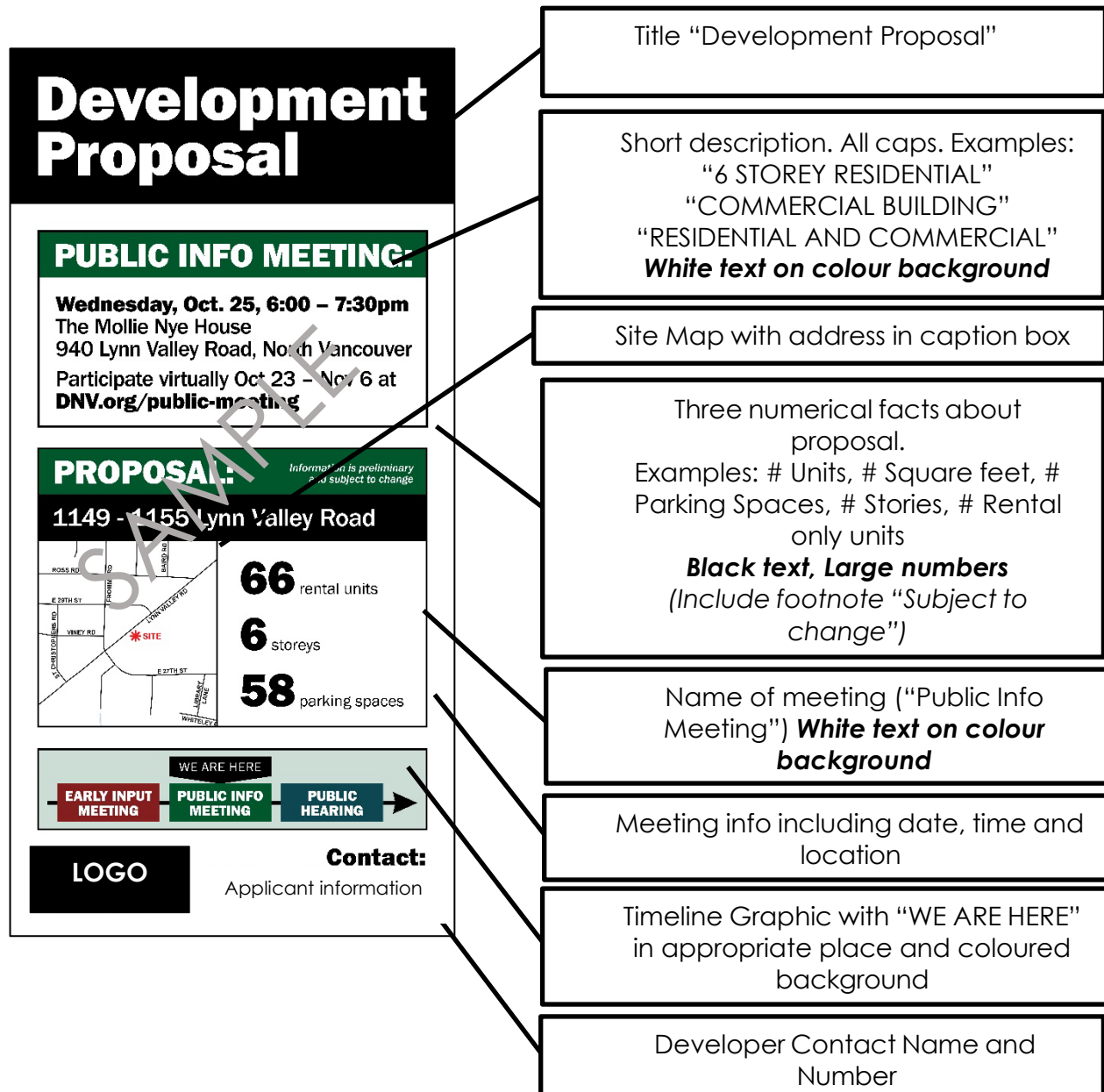
Development Proposal

**2045-2075
OLD DOLLARTON RD**

**For more info:
DNV.org/DevApps**

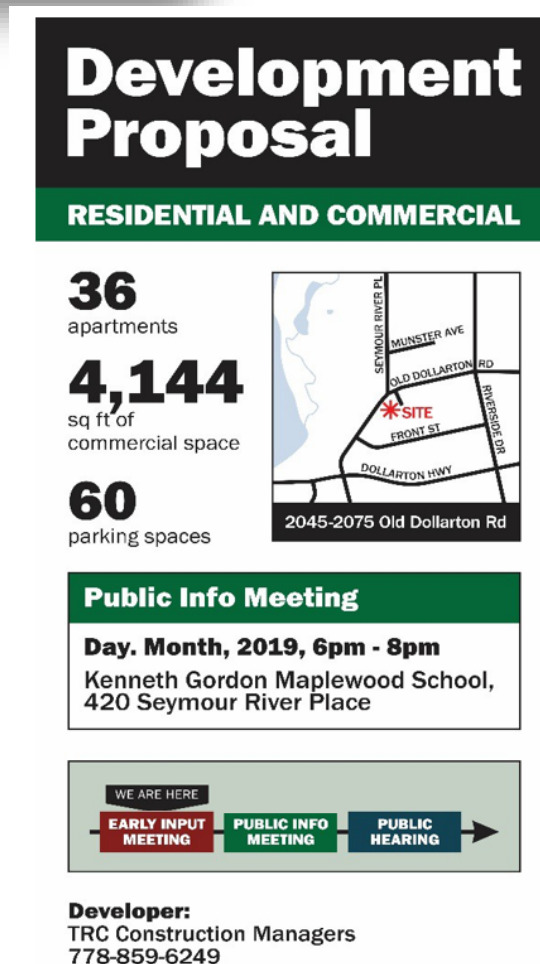
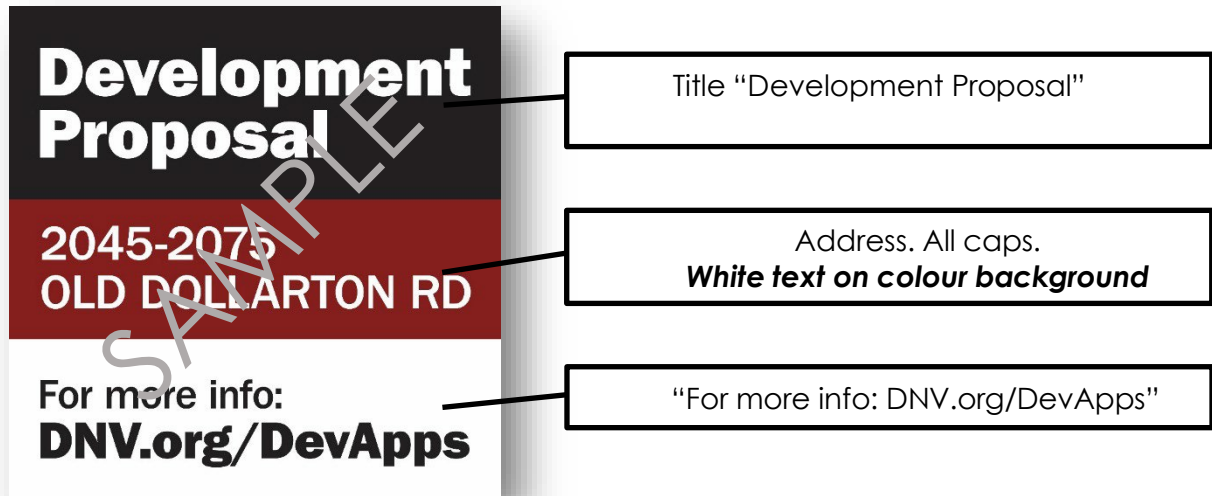
Attachment 5 – Sample Signage

Onsite Sign Components



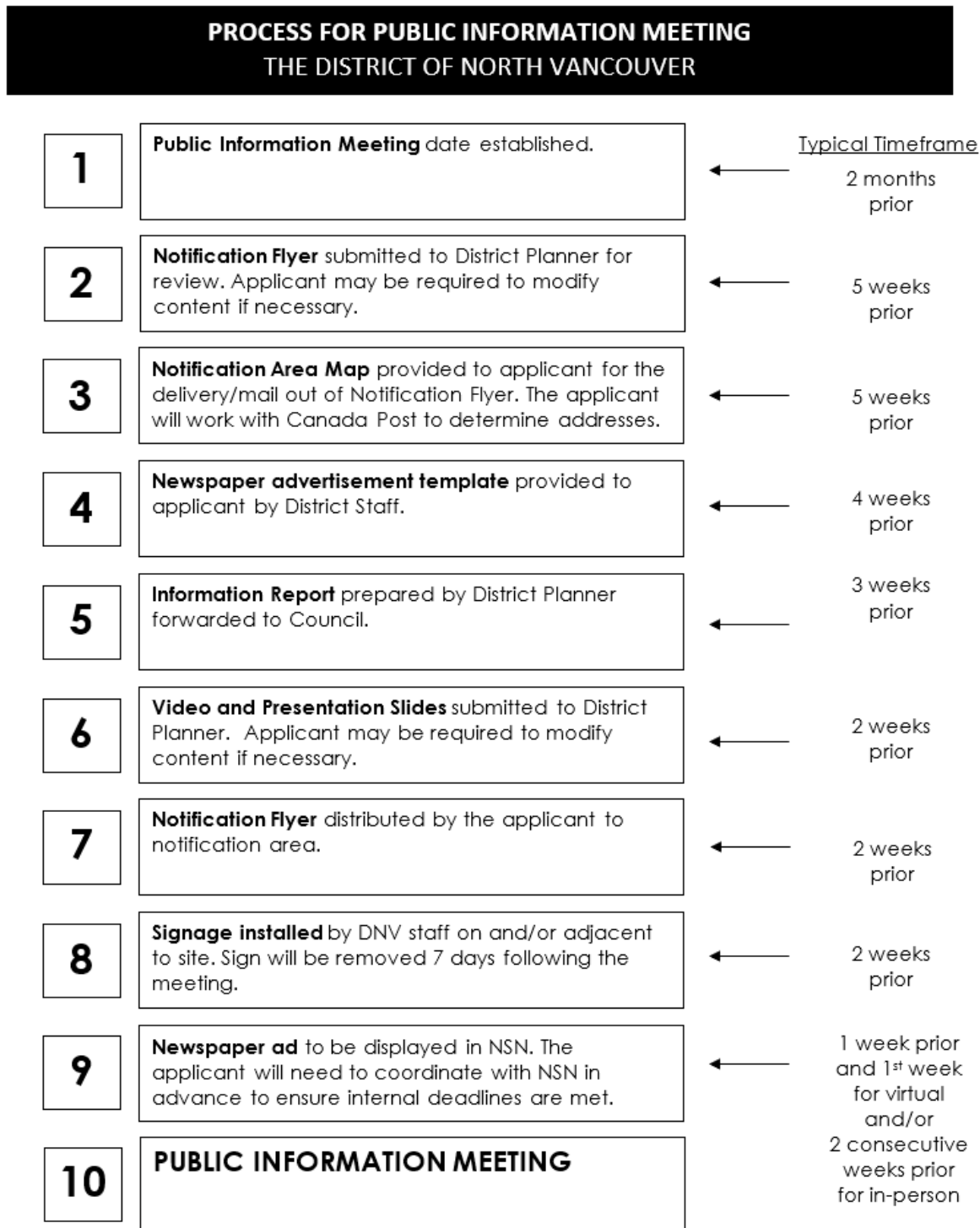
Attachment 5 – Sample Signage

Arterial Sign Components



Attachment 6 – Virtual Public Information Meeting Timeline

The following chart may assist in tracking key dates for fulfilling meeting requirements and holding a successful Public Information Meeting:



* Time requirements may vary due to the specifics of individual