

Early Input Opportunity and Public Information Meetings

1. Purpose

- to ensure development proposals go through a public process early in the application review
- to provide information on the development proposal
- to gain a better understanding of local issues at an early stage

These meetings are to be:

- hosted by the applicant
- scheduled early in the application process
- held in a local school, church, or meeting hall or other public venue that is universally-accessible and near the site of the proposed development

All costs related to the meeting are to be assumed by the applicant.

A staff member from the Planning Department will attend as an observer and will be available to respond to questions on policy and process.

A. Early Input Opportunity Meeting

Held at the Preliminary Application stage where determined necessary.

The meeting:

- is to be open house style
- will have the process flowchart on display
- Planner will attend

B. Public Information Meeting

Held at the Detailed Application stage for applications that include an OCP amendment, rezoning and/or major Development Permit for Form and Character.

The meeting:

- is to be run by an independent professional facilitator
- will include a presentation by the applicant with an introduction by the Facilitator
- Facilitator to clearly indicate OCP designation of the site, existing zoning, proposed zoning, and introduce applicant team and District Planner
- will have the process flowchart on display
- Planner will attend

2. Meeting Format

The applicant should ensure that the following information is available at the meeting to clearly explain the preliminary or detailed application as appropriate:

- existing and proposed zoning/density
- building arrangement (site plans)
- proposed 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)

Recording Public Input:

- Planner will provide comment forms to the applicant for use by public
- Applicant to bring copies of comment forms to meeting
- Comment sheets collected at the meeting (by Planner) or may be sent directly to the Planning Department
- Comment period a minimum of two weeks following the date of the meeting
- Copies of comment sheets and emails received will be provided to applicant with personal information redacted
- Facilitator to provide a written report that summarizes the meeting and will be attached to the Report to Council for the project. The report should include the following:
 - Copies of newspaper ads and the signs
 - A record of topics and questions raised
 - A summary of the key issues
 - A copy of the meeting sign-in sheet

3. Timing

See Timeline table (Attachment 1) for timing. Arrangements will generally need to be initiated a minimum of one month in advance of the meeting to allow for staff review of submission materials and for the required notifications.

Key criteria:

- Generally not to be held during school holidays unless otherwise approved
- Members of Council advised in writing of the meeting by staff at least 14 days in advance
- Meetings to be scheduled mid-week (Tuesday/Wednesday/Thursday) and in the evening
- Meeting scheduling to be recorded in District Public Engagement calendar

4. Applicant's Notification Requirements

A. Notification package (Sample Attachment 2)

- Applicant to mail or otherwise deliver a notification package similar to Attachment 2

- Notification Package to be delivered to the notification area (determined by the Planning Department) to all property owners, tenants, businesses and any local community association
- Notification package must include:
 - A flyer which explains:
 - who is conducting the meeting (the applicant)
 - general details on the proposal under consideration
 - time of the meeting (including the specific time for any formal presentation)
 - A Centres Context Map (provided by Staff).
 - A development process flowchart in the form of a flowchart
- Notification package must be provided for review and approved by the Planning Department with sufficient lead time to allow for delivery a minimum of 14 days prior to the date of the meeting.

B. Comment Sheet (Sample Attachment 3)

- Prepared by District staff and copies to be available at the meeting.

C. Newspaper Advertising: (Sample Attachment 4)

- display ad in two issues of the “North Shore News” newspaper in the week prior to the meeting
- size to be a minimum quarter page display ad
- legibility of ad should be considered in formatting
- must be posted before the “Classified” section of the newspaper

D. Site sign: (Sample Attachment 5)

- one or more vertical signs are to be posted on the subject property to ensure visibility on all street frontages
- Planning Department staff will provide direction on 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 Planning department staff
- sign(s) to be installed a minimum of 14 days prior to the meeting date and removed within seven days following the meeting

5. Attachments:

- 1 – Timeline for Public Meetings
- 2 – Sample of the Public Information Meeting Package
 - Applicant’s flyer
 - Sample Centres Context Map
 - DNV process flowchart (rezoning / development permit)
- 3 – DNV prepared Comments Sheet
- 4 – Sample Newspaper Ad
- 5 – Sample Sign Formats

Attachment 1 – Timeline for Public Meetings

This table assists in tracking key dates for fulfilling meeting requirements and holding a successful public information meeting.

Task	Standard Timeline	Date
Discuss potential dates and venues with staff	21 to 28 days prior	
Flyer Reviewed by staff	15 to 20 days prior	
Completed Flyer provided to staff for forwarding to Council	15 days prior	
Information Report prepared by staff forwarded to Council	14 days prior	
District staff to update dnv.org with date of meeting	14 days prior	
Flyer distributed to neighbourhood and to the DNV office	14 days prior	
Sign posted on site	14 days prior	
Newspaper Ad reviewed by Staff	8 to 12 days prior	
Ad to run in local paper	Two issues in the week prior	
Public Information Meeting Held		
Public Information Meeting sign removed	Within 7 days following the public information meeting	
Public Notification Period ends and staff can compile comments	2 to 4 weeks following the public information meeting, depending on whether there are seasonal issues (public notification during holiday periods will allow for an extended response time).	
Facilitator Report provided to staff	14 days after the close of the public notification period	

Attachment 2 – Sample of Applicant Flyer

The following is a sample design (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)

<p>Meeting Agenda: Doors Open: 7:00pm Open House Discussion: 7:00 – 8:30pm Presentation: 7:30pm – 7:45pm</p> <p>For Further Information please contact: Joe Smith 604 987-5432 Development Company</p> <p>Fred Jones 604 990-1234 District of North Vancouver, Planning Department</p>	<p>Notice of a Public Information Meeting in Your Neighbourhood</p> <p>Development Company X is hosting a Public Information Meeting to present the development proposal for yyy type building at xxx address.</p> <p>This information package is being distributed to the owners and occupants within 100 metres of the proposed development site in accordance with District of North Vancouver policy.</p> <p>Meeting Time and Location:</p> <p>Thursday September 27, 2017 7:00-8:30pm Park Place School Gymnasium 123 Mountain Highway</p> <p>Document: 1916930</p>
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(Inside)

The Proposal:

Development Company X proposes to construct a 4 storey apartment building at yyyy address, at the corner of x and y streets.

The proposal is for 42 residential units, which will include 4 studio apartments, 15 one bedroom units, 15 two bedroom units and 6 three bedroom units and 2 four bedroom penthouse units.

The site will be accessed from a driveway off of y street. Parking will be located in the underground garage. xx parking spaces are provided for the residents along with yy visitor parking spaces.

The proposal also includes upgrades to the adjacent public park, where a new playground will be provided as this project's community amenity contribution.

Insert map or site plan of the site.



Insert Elevation or rendering of the project.

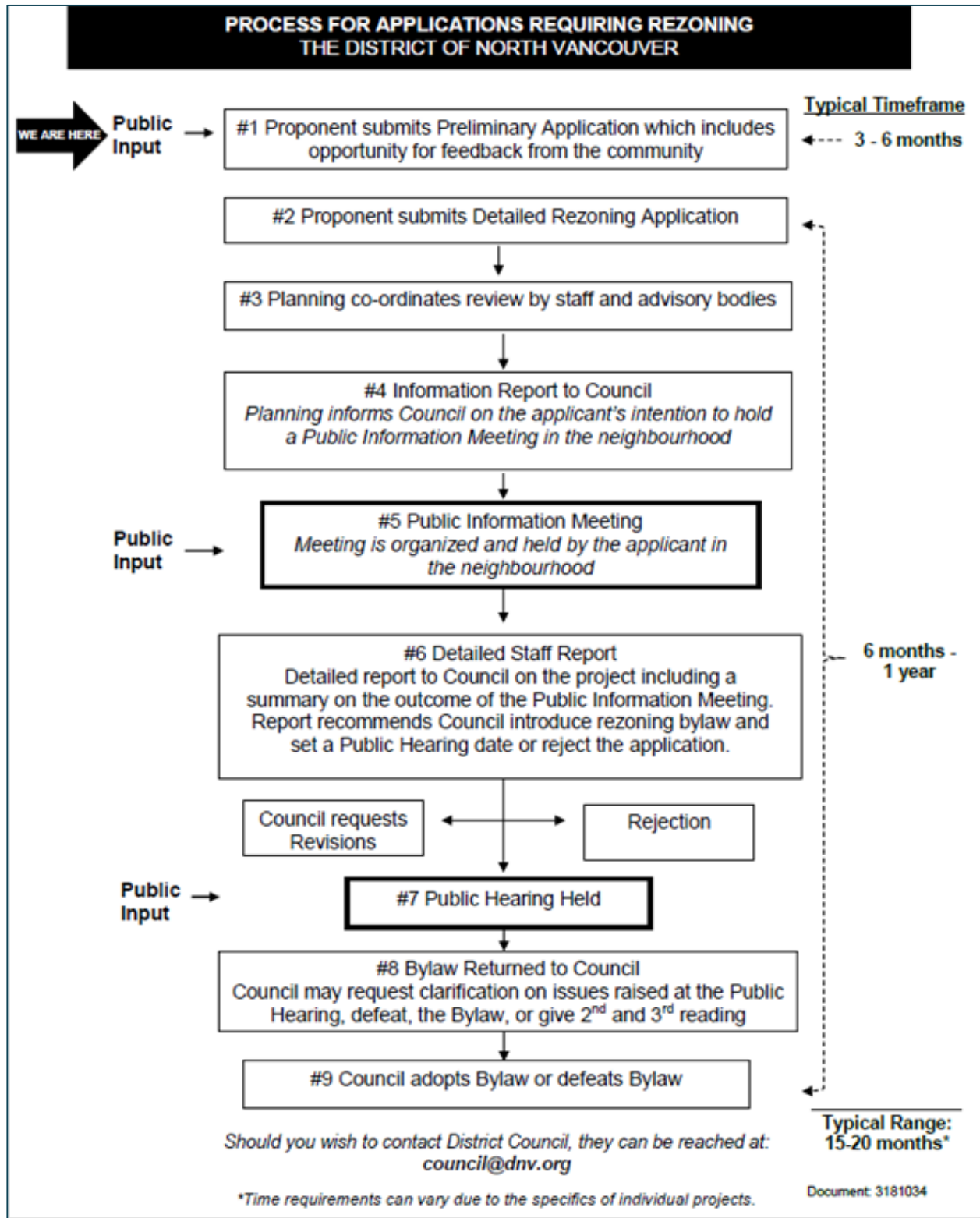


Document: 1918930

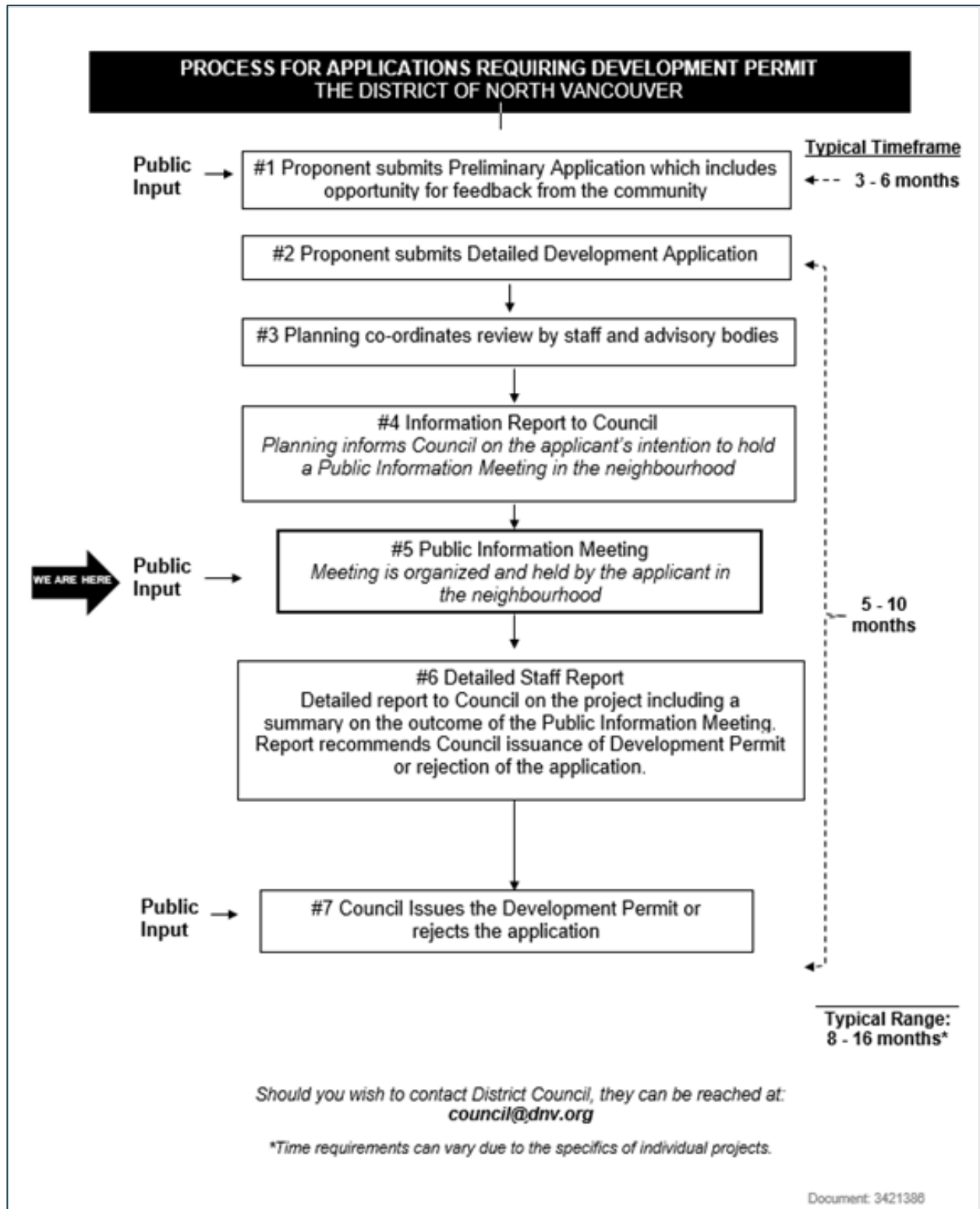
Sample Centres Context Map (to be provided by Staff)
 (For inclusion in notification package)



Development Review Process Flowchart (Rezoning)
 (For inclusion in notification package)



Development Review Process Flowchart (No Rezoning)
 (For inclusion in notification package)



Attachment 3 - Comment Sheet (Prepared by DNV Staff)

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 4 – Sample Newspaper Advertisement

Advertise the meeting in a quarter page display ad in two issues of the “North Shore News” newspaper in the week prior to the meeting using a standard format provided below. Design files (Adobe Illustrator) available at DNV.org/owncloud.

Development Proposal

EARLY INPUT 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

Development Proposal

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➔

LOGO

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Attachment 5 – Sample Signage

Signage needs will vary from site to site. Please contact your development planner to discuss signage needs. Design files (Adobe Illustrator) available at DNV.org/owncloud.

- Please ensure resolution of any images (maps) is at least 150dpi.
- Red CMYK (24,94,90,38).
- Green CMYK (90,30,95,30)

Early Input Meeting – Onsite Sign

- **Size:** Vertical 4' x 8'
- For placing on site of proposed development

Public Info Meeting – Onsite Sign

- **Size:** Vertical 4' x 8'
- For placing on site of proposed development

Development Proposal


EARLY INPUT 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

Development Proposal

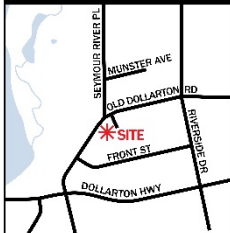
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Location of meeting
Address of meeting

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Contact:
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ABC Company
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Onsite Sign Components

