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:
    o who is conducting the meeting (the applicant)
    o general details on the proposal under consideration
    o 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.

<table>
<thead>
<tr>
<th>Task</th>
<th>Standard Timeline</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discuss potential dates and venues with staff</td>
<td>21 to 28 days prior</td>
<td></td>
</tr>
<tr>
<td>Flyer Reviewed by staff</td>
<td>15 to 20 days prior</td>
<td></td>
</tr>
<tr>
<td>Completed Flyer provided to staff for forwarding to Council</td>
<td>15 days prior</td>
<td></td>
</tr>
<tr>
<td>Information Report prepared by staff forwarded to Council</td>
<td>14 days prior</td>
<td></td>
</tr>
<tr>
<td>District staff to update dnv.org with date of meeting</td>
<td>14 days prior</td>
<td></td>
</tr>
<tr>
<td>Flyer distributed to neighbourhood and to the DNV office</td>
<td>14 days prior</td>
<td></td>
</tr>
<tr>
<td>Sign posted on site</td>
<td>14 days prior</td>
<td></td>
</tr>
<tr>
<td>Newspaper Ad reviewed by Staff</td>
<td>8 to 12 days prior</td>
<td></td>
</tr>
<tr>
<td>Ad to run in local paper</td>
<td>Two issues in the week prior</td>
<td></td>
</tr>
</tbody>
</table>

### Public Information Meeting Held

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Information Meeting sign removed</td>
<td>Within 7 days following the public information meeting</td>
</tr>
<tr>
<td>Public Notification Period ends and staff can compile comments</td>
<td>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).</td>
</tr>
<tr>
<td>Facilitator Report provided to staff</td>
<td>14 days after the close of the public notification period</td>
</tr>
</tbody>
</table>
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)
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.
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)
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: _____@dvn.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.
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

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**Development Proposal**

**EARLY INPUT MEETING:**

*Date and Time*
Location of meeting
Address of meeting

**PROPOSAL:**

123 Main Street
50 non-market rental units
40 parking spaces
3 stories

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

LOGO

**PUBLIC INFO MEETING:**

*Date and Time*
Location of meeting
Address of meeting

**PROPOSAL:**

123 Main Street
50 non-market rental units
40 parking spaces
3 stories

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

LOGO
Onsite Sign Components

Title stays the same “Development Proposal”

Name of meeting (“Early Input Meeting” or “Public Info Meeting”) 
**White text on colour background**

Meeting info including date, time and location

Site address

Three numerical facts about proposal. Examples: # Units, # Square feet, # Parking Spaces, # Stories, # Rental only units 
**Black text, Large numbers**
(Include footnote “Subject to change”)

Site Map (simple star map)

Timeline Graphic with “WE ARE HERE” in appropriate place and coloured background

Developer Contact Name, Number, Email, and Logo