

City of Port Coquitlam

GUIDELINES FOR PUBLIC INFORMATION MEETINGS

INFORMATION FOR APPLICANT:

1. The File Manager will notify applicants of the City's requirement for public information meeting and area to be notified for the meeting. However, an applicant may choose to hold a public information meeting for any application.
2. In consultation with the File Manager, a location, date and timing of the meeting should be set. Avoid a scheduling conflict with Council or Committee meetings. Meetings during weekends or holidays should also be avoided. The meeting should be held at an appropriate venue which is large enough to accommodate the anticipated turnout and should be in close proximity of the subject site.
3. The format of the meeting may include one or a combination of the followings: open houses, presentation, display, small group discussion and question and answer period.
4. Submit a draft copy of the notification letter and wording of the newspaper advertisement to the File Manager, to be reviewed and approved prior to distribution / publication. Include a map showing the location of the subject property in relation to surrounding streets, the purpose and format of the meeting , a brief description of the proposed development and who is holding the meeting (be clear it is not a formal Public Hearing held by the City).
5. Mail or hand-deliver the letter to area properties within the surrounding area. Include all properties located within at least 120 metres from the parcel that is the subject of the rezoning. A mailing list can be obtained from the File Manager.
6. Provide an electronic copy of the letter to the File Manager for distribution to the Mayor & Council and CAO.
7. Place two ads in the local newspaper to be published a minimum of 3 days (including weekends) prior to the date of the meeting.
8. Following the meeting, provide a written summary of the information and comments provided by the public to the File Manager. The summary should include the number of attendees. A sign-up sheet and a questionnaire are strongly recommended. Staff from the Planning Division may attend the meeting as an observer.
9. Provide a response to the comments or concerns raised at the meeting following discussion with the File Manager for the application.