

Public Consultation Guide for Developers: Public Hearing / Public Meeting

Public Hearings / Public Meetings are designed to give the community the opportunity to provide feedback about a proposed development as it is being reviewed by Council.

PUBLIC NOTIFICATION

Signage (Completed by Applicant):

A sign must be placed by the applicant on the subject property at the applicant's cost to inform the public about the proposal. The applicant is also responsible for the printing, maintenance and removal of the sign. Staff will provide a copy of the sign to be printed in accordance with the following guidelines:

- Size: 1.2m by 2.4m (4ft by 8ft), supported by 5cm x 10cm (2in x 4in) posts at each end of the sign.
- Colour: Full colour including a drawing or rendering of the proposed development.
- Material: Signs shall be made of a durable material acceptable to the City (e.g. plywood) and the paint shall be waterproof.
- Print Size: Minimum 5cm (2in) letters and the heading shall be 10cm (4in) letters.
- Location: 1 sign is required to face each principal street fronting the site (i.e. a corner lot requires two signs), unless varied by the Director, Community Development Department.

Timing: Signage is to be installed on the site either:

- a) a minimum of 10 days prior to the date of the Public Hearing or Public Meeting; or,
- b) when there are 14 days or less between the Public Hearing/Public Meeting referral date and the actual date of the Public Hearing or Public Meeting, signage shall be installed a minimum of five days prior to the Public Hearing or Public Meeting.

Application Mail-Out (Completed by City Clerk):

Mail-out send and paid for by the City is delivered to properties within a 40 meter radius and includes information about the development proposal and the date, time and location of the meeting or hearing.

Timing: Delivered a minimum of 10 days prior to the Public Hearing.

Application Newspaper Advertisements (Completed by City Clerk):

The notice will include information about the development proposal and the date, time and location of the Public Hearing or Public Meeting.

Timing: Published in two consecutive newspapers, not less than three and not more than 10 days prior to the Public Hearing or Public Meeting.

PUBLIC HEARING / PUBLIC MEETING PROCESS

Requirements: Public Hearings / Public Meetings usually have four parts:

- 1) Planning Staff introduce the project to Council by providing relevant contextual information and describing the most notable variances sought by the applicant.
- 2) Applicant presents additional information regarding the project for up to 10 minutes.
- 3) Council opens the floor to the public to ask questions or make comments.
- 4) Council asks questions of staff and/or the applicant.