

Coquitlam

City of Coquitlam

Guidelines for Public Information Meetings

The following guidelines are provided to assist development applicants in preparing for and conducting a public information meeting, particularly as required for any proposed Official Community Plan Amendment or any larger, complex development proposal.

Timing of Meeting: The meeting should be held at an appropriate juncture in the application review process, as determined in consultation with the City's File Manager. Experience has proven that meetings held too early in the review process (i.e., immediately after application submittal) or even prior to application submittal has resulted in public confusion and misunderstanding regarding the proposal, as the project is subject to change over time. Inappropriate timing of the meeting, could require additional public information meeting(s), which could lead to additional time and cost.

Location and Date of Meeting: The location, date and timing of an information meeting should also be determined in consultation with the application File Manager. The information meeting should be scheduled during the evening (at or after 5:30 p.m.) for at least two hours and should not be scheduled in conflict with a City Council meeting or during weekends or holidays. (Go to coquitlam.ca/agendas to view a current City Council meeting schedule.) Furthermore, the meeting should not be scheduled during the months of August and December. The meeting should be held at an appropriate venue that is large enough to accommodate the anticipated turnout and located in close proximity to the subject site. Please note, for any meetings held at City facility, public communication and on-site signage must clearly indicate that the meeting is not a City-sponsored event.

Meeting Format: The meeting format may include one or a combination of the following: open house/drop-in, presentation, information display, small group discussion, and question and answer period. A sign-up sheet, including a line for the attendee's address, and a comment sheet should be provided. The comment sheet should clearly state that copies will be forwarded

to City staff and it will be made part of the public record. It is the responsibility of the applicant to clearly communicate the proposal to the public. Staff from Development Planning may attend the meeting, but only as an observer.

Public Notification: The notification letter, e-mail, and/or newspaper advertisement should include:

- a map that clearly shows 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.

Please be clear that the meeting is not a formal Public Hearing, or a meeting that is being hosted by the City. If you are placing an advertisement in a local newspaper (*The Tri-City News*), the advertisement should be published a minimum three days and a maximum 14 days prior to the meeting date. Copies of the notification material should also be provided to the File Manager. **Letters or e-mails notifying residents of an upcoming meeting should be delivered at least ten business days prior to the meeting being held.**

Notification Area: Mail or hand-deliver letters to property owners and occupants of properties within 100 metres (328 ft.) of the subject site. Please note this is the same notification area required for Public Hearing letters.

Meeting Summary and Comments: Following the meeting, provide the File Manager a written summary of the information and comments received. The summary should include the number of attendees, and copies of both the sign-up sheet and completed comment sheets should be attached. Provide a response to the comments or concerns raised at the meeting following discussion with the File Manager for the application.

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Note: *The City disclaims any liability arising from the use of this guideline since the information is provided only as a guide for public use and convenience.*