



REGIONAL DISTRICT NORTH OKANAGAN

MEMBER MUNICIPALITIES:

CITY OF ARMSTRONG

CITY OF ENDERBY

DISTRICT OF COLDSTREAM

VILLAGE OF LUMBY

CITY OF VERNON

TOWNSHIP OF SPALLUMCHEEN

ELECTORAL AREAS:

"B" – SWAN LAKE

"C" – BX DISTRICT

"D" – LUMBY (RURAL)

"E" – CHERRYVILLE

"F" – ENDERBY (RURAL)

Public Information Meeting Guide

Note: this guide is intended for general guidance only. Applicants should consult the Local Government Act, the Land Title Act, and Regional District of North Okanagan Development Application Procedures and Administrative Fees Bylaw No. 2677, 2018 for requirements and procedures.

Meeting:

The meeting is to be conducted by the applicant and/or representatives [architect, engineer, etc.]. All costs related to the meeting are to be paid by the applicant.

At the meeting, a brief presentation should be provided by the applicants [at a specified time] after which the public will have an opportunity to informally discuss the project.

The applicant should ensure that there is adequate opportunity for comments and questions from the public.

The following details should be provided [as applicable] at the meeting:

- Site description, including legal description and civic address
- Existing and proposed zoning / density / subdivision layout [as applicable]
- Building arrangement
- Design
- Transportation impacts
- Environmental impacts
- Social impacts
- Community benefit
- Tree retention/landscaping proposal
- Development phasing

Note: Visual presentation, such as sketches and models are usually the most effective method of relaying the information to the public.

Notification:

An Information Package should be delivered to the notification area. This package should include a notice provided by the applicant which clearly explains:

- who is conducting the meeting [the applicant] and how to get more information on the proposal
- the topic of the meeting
- the location of the subject property
- the date
- time and place of the meeting
- the specific time at which the formal presentation will begin
- brief details of the proposal

A mail-in comment sheet should be attached to the package to allow for written comments to be submitted to the Regional District of North Okanagan.

To notify the public, the applicant should:

- Mail or otherwise deliver an information package to property owners and residents within a minimum distance of 100m [300 ft] of the property, a minimum of 10 days prior to the date of the meeting
- Mail or otherwise deliver an Information Package to ratepayers' organizations, community or resident's associations in the area
- Advertise the notice in at least 2 consecutive issues of a local newspaper
- Post an appropriate sign on the subject property [suggested minimum size 1m square]. The signage details should include:
 - o Brief details of the proposal
 - o Details of the Public Information Meeting
 - o How to get more information on the proposal [including the telephone numbers of both the applicant and the Regional District of North Okanagan.

Note: The sign should be put on the subject property a minimum of two weeks prior to the meeting date and removed within seven days following the meeting.

Format of Notice:

It is recommended that the applicant use this format for the Public Information Meeting for the newspaper advertisement:

<p style="text-align: center;">Public Information Meeting</p> <p style="text-align: center;">A proposal to XXXXX the property at:</p> <p style="text-align: center;">[legal description] located at: [civic address]</p> <p style="text-align: center;">[insert map clearly identifying the subject property if applicable]</p> <p style="text-align: center;">The purpose of the meeting is to allow the applicant to present details of the proposal and to review input from the community.</p> <p style="text-align: center;">[DATE]</p> <p style="text-align: center;">[TIME]</p> <p style="text-align: center;">[LOCATION]</p> <p style="text-align: center;">Presentation to begin at: _____ p.m.</p> <p style="text-align: center;">Details of the proposal include:</p> <p style="text-align: center;">[brief description of what is proposed]</p> <p style="text-align: center;">[How to get more information on the proposal [including the telephone numbers of both the applicant and the Regional District of North Okanagan.]</p>

Following the Public Information Meeting:

Following the Public Information Meeting the applicant should remit the following information to Development Services for review:

- Record of the meeting [minutes]
 - o Include any verbal comments received [include the name and address of any speaker]
- Sign in sheet of attendees [include name and address]
- Any written submissions received

- Copy of the information provided at the meeting [brochures, handouts, slideshow, etc.]
- Confirmation of delivery of information package to property owners and residents within a minimum distance of 100m [300 ft] of the property
- Confirmation of delivery of Information Package to ratepayers' organizations, community or resident's associations in the area (if applicable)
- Copies of the advertisements of the notice placed in at least 2 consecutive issues of a local newspaper and the dates published

Photo of the sign indicating details of the meeting posted on the subject property