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What is a Public Information Meeting (PIM)?

As per the “White Rock Planning Procedures Bylaw, 2018, No. 2234 - Schedule E”, applicants for specified types of development applications are required to hold a Public Information Meeting (PIM) to present their proposal to the public in an ‘Open House’ format, and to answer any questions related to the proposal.

The main purpose of this meeting is to obtain feedback from area residents so that potential issues or concerns can be identified and addressed early in the application process.

Applicants for the following types of land use and development approval are required to hold a PIM:

Official Community Plan Amendments

Zoning Amendments

Phased Development Agreements

Major Development Permits

Development Variance Permits

Temporary Use Permits

Land Use Contract Amendments / Discharges

Overview of the Public Information Meeting Process

The Public Information Meeting process is fully detailed in the [White Rock Planning Procedures Bylaw, 2017, No. 2234](#). For the purposes of reference, a general overview of the zoning amendment application process is provided below:

Step 1: Establishing Time, Date and Location of the Public Information Meeting	Step 2: PIM Notification
<p>Once the Development Proposal Sign has been installed on the site, an applicant should contact their file manager to co-ordinate the time, date, and location of their PIM.</p> <p>Meetings should be held in the evening, typically on a mid-week day (Tuesday, Wednesday, or Thursday) so that residents who work during the daytime may attend. Meetings during weekends and holidays should be avoided if possible.</p> <p>The meeting is to be conducted at a public venue close to the subject site, and all costs related to the meeting are to be assumed by the applicant. It is the responsibility of the applicant to book the venue after consultation with staff. Appropriate venues could include community halls, schools, and churches located near the subject property.</p>	<p>Once the meeting location and date are finalized, staff will provide the applicant with a Notice of Public Information Letter template. This letter will include a fact sheet on the application, along with details regarding the time and location of the PIM.</p> <p>The applicant is required to provide copies of the Notice Letter in sealed envelopes, with postage to the Planning and Development Services Department.</p> <p>The number of copies to be provided to the City depends on the number of residents and property owners within 100 metres of the site.</p> <p>Staff will address and mail these notification letters between 10 to 14 days in advance of the scheduled PIM, and will coordinate advertising in the newspaper.</p>

Note: A Public Information Meeting can only be held two weeks after a Development Proposal Sign has been installed on the site and only after mail notification has been sent out.



Step 3: Hosting the Public Information Meeting

At the scheduled Public Information Meeting, the applicant shall be in attendance to discuss the proposal with the public in an 'Open House' format. Through a series of display boards, the applicant will ensure that the following details of the proposal are available for public review at the meeting:

- i. A general description of the proposal, including a policy rationale.
- ii. Site plans and relevant development statistics, including existing (and proposed) zoning and density
- iii. Proposed design plans (including building elevations, landscaping, etc.), and
- iv. Any other information deemed necessary by staff.

The applicant will also provide attendees with physical feedback forms and sign-in sheets to collect written feedback from the public. These materials are prepared by staff prior to the PIM, and must be returned to staff at the end of the meeting.

Step 4: Applicant Review of PIM Submissions

All written public feedback received at the Public Information Meeting will be distributed to the applicant by staff within five business days following the meeting. Within a two week period following the PIM, the applicant will be required to provide a Public Feedback Summary Report regarding the following items:

- i. A summary of comments received, including the number of written comments in favour of the proposal and the number of written comments opposed to the proposal; and
- ii. A discussion of how any issues or concerns identified from the meeting or comment sheets are to be addressed in the project, or a rationale of these items cannot be adequately addressed.