



Planning Division Bulletin

Planning and Development Services
15322 Buena Vista Avenue, White Rock, B.C. V4B 1Y6
Phone: 604 541 2136 | Fax: 604 541 2153 |
www.whiterockcity.ca

Digital Approach to Public Information Meetings

Updated: July 24, 2020

In light of the on-going COVID-19 pandemic the City of White Rock has adopted amendments to its Planning Procedures Bylaw, 2017, No. 2234, to enable electronic Public Information Meetings (PIMs) as required with specific development applications. This Bulletin outlines how electronic PIMs will be held, and clarifies the roles and responsibilities of applicants and City staff in co-hosting meetings.

Approach:

Digital PIMs will be held as a “Live Event” using Microsoft Teams. As the name implies, these are live events through which the applicant will be given an opportunity to raise awareness of their proposal. Members of the public will be able to observe the meeting by clicking a link (URL) to the video feed; members of the public should not need to install Microsoft Teams software. The digital meeting link will be posted on the City’s Events Calendar and will be shared by staff to those who express, by email, an interest in joining the meeting. The Events Calendar will include content as set out in Appendix A.

Applicants, and their agents, will be given permission to access the Live Event as a “Presenter” meaning they will have the ability to share their screen and walk through a presentation / project overview. As outlined in Schedule E to the City’s Planning Procedures Bylaw, 2017, No. 2234, City staff will provide an introduction to the meeting, explain the purpose of the meeting and the approval process, and outline next steps and opportunities for public input (see Appendix B). Staff will then turn the meeting over to the Applicant who must ensure the following items are addressed through their presentation of the application / proposal:

- i. site description;
- ii. site plans showing statistics including existing and proposed zoning / density;
- iii. proposed design (elevations, landscape treatment); and
- iv. any other information deemed necessary by staff

During the meeting, participants will be able to ask questions and post comments via a chat function built into the program; City staff will review the questions and comments as they come into the feed and will “publish” all comments unless they are found to be offensive, repetitive or inapplicable to the proposal. While all those participating in the meeting will be able to ask questions and comments through the chat function they will not be able to offer verbal comments as microphones will be muted to support an organized discussion.

Meeting format:

Public Information Meetings will begin at 5:30pm and end at 7:00pm. The following is an approximate timeline for the sequence of events being subject to change based on the scale and complexity of the project and the overall level of public interest / participation in the meeting.

TIME	STAGE	DESCRIPTION
5:30PM	INTRODUCTIONS	City staff will provide a brief introduction and welcome participants to the meeting. A general overview of the Microsoft Teams platform will also be offered.
5:40PM	PRESENTATION	The Applicant will be asked to walk through their presentation addressing the requisite items as specified in the Planning Procedures Bylaw.
6:10PM	COMMENT REVIEW	The Applicant will be expected to lead the response to questions with support from City staff where clarification regarding OCP policy, zoning standards, development permit guidelines, and other applicable City matters apply.
6:50PM	NEXT STEPS	Staff will provide an outline of next steps.

Reporting out:

All digital PIMs will be recorded. The recording will be provided to the Applicant to support their preparation of a summary report as required by the Planning Procedures Bylaw. The summary report must include:

- i. 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. discussion of how any issues or concerns identified from the meeting or comments sheets are to be addressed in the project.

A copy of the recorded video will be posted to the City’s Event’s Calendar.

Appendix A – Information for Events Calendar

The following stock language will be used to describe the event within the City’s Event’s Calendar (www.whiterockcity.ca/calendar):

“A digital Public Information Meeting (PIM) will be hosted by the City of White Rock and the applicant, [ABC Company] as a Microsoft Teams “Live Event”. The purpose of the meeting is to introduce applications for [reference to application type(s)] to support [brief description of the proposal with reference to any areas of variance being sought, the height and density of development, and the use proposed]. For information regarding this application or for instructions on how to participate in the digital PIM please contact the Planner.

All comments received during the PIM will form part of a future report to Council. The PIM represents an early stage of public review and in most cases, planning applications will be subject to a future public hearing at which time members of the public will be given the opportunity to express their interests and concerns direct to Council. Note that the Live Event may be recorded and subsequently made available to the public online.”

In addition to the description above, the event details will include the following information:

- Date: TBD
- Time: 5:30pm – 7:00pm
- Location: Digital Public Information Meeting
- Address: [addresses subject to proposal]
- Planner: [name of Planner]
- Contact: [Planner email | Planner phone]
- Link: [link to Microsoft Teams Live Event]

Planning staff will also upload PDF copies of the following materials when available:

- Public Information Meeting – Notification Letter (PDF)
- Development Signage (PDF)
- Proponent Presentation (PDF)

Appendix B – Schedule E to the Planning Procedure’s Bylaw, 2017, No. 2234

Schedule E Public Information Meeting Process

- a) The meeting is to be conducted by City staff in a public venue, and all costs related to the meeting are to be assumed by the Applicant;
- b) The meeting is to be advertised by mail to all adjacent residents and property owners within 100 metres of the subject site, and through the local newspaper, sent after documentation that a Development Proposal Sign has been installed on the site has been provided to staff;
- c) The mail notification shall contain a fact sheet regarding the application prepared by Planning and Development Services staff and shall be mailed by the City no less than ten days prior to the meeting;
- d) A staff member from the Planning and Development Services Department will attend to conduct the meeting, including providing an introduction to the meeting, explaining the purpose of the meeting and the approval process, and outlining next steps and opportunities for public input;
- e) The format of the meeting shall be as an open house. Planning and Development Services staff will provide comment sheets and sign-in sheets for the meeting, which are to be returned to staff at the end of the meeting and distributed to the Applicant by staff within the next five business days following the meeting;
- f) The Applicant shall be in attendance to discuss the proposal. The Applicant will ensure that the following details of the proposal are available at the meeting as display boards:
 - i. site description;
 - ii. site plans showing statistics including existing and proposed zoning/density;
 - iii. proposed design (elevations, landscape treatment); and
 - iv. any other information deemed necessary by staff
- g) The Applicant is required to provide a summary report of the meeting to Planning and Development Services staff not less than two weeks after the public information meeting, and the summary report shall include:
 - v. 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
 - vi. discussion of how any issues or concerns identified from the meeting or comments sheets are to be addressed in the project.