



Development Information Meetings

Effective Date: October 13, 1993
Last Revised: April 5, 2022

1. Policy Statement

- a) When a proposed development may be controversial or significant, the City of Pitt Meadows requires that the applicant hold a Development Information Meeting with the community.
- b) A Development Information Meeting serves the best interests of both the applicant and the community by providing a forum to share information, provide feedback, alleviate concerns, and clarify misunderstandings or points of contention that typically arise at a Public Hearing much later in the process.

2. Purpose

- a) This policy regulates when and how a Development Information Meeting will be held and how it will be advertised.

3. Scope

- a) A Development Information Meeting is required in the following situations:
 - When land development requiring an amendment to the Official Community Plan is proposed;
 - When a proposed rezoning will result in a project that will have five or more dwelling units, or more than 10,000 square feet of commercial / industrial space;
 - When the Director responsible for Development Services is of the opinion that a development could have a significant impact on the amenities or character of the surrounding area; this includes applications for new temporary use permits and mixed-use developments.

4. Exclusions

- a) For minor housekeeping amendments to the Official Community Plan, the requirement for a Development Information Meeting may be waived by the

Director responsible for Development Services.

- b) This policy does not preclude Council from holding its own Development Information Meeting or requiring an applicant to hold a Development Information Meeting on any development application.

5. Provisions

- a) Upon application for a development where the City determines that a Development Information Meeting is required, the Planner will present a brief introductory report to Council regarding the application.
- b) The applicant is required to hold the Development Information Meeting after an introductory report is received by Council and before the application is forwarded to Council for first reading or prior to statutory notification(s) in the case of an application not requiring bylaw readings, such as a temporary use permit.
- c) The meeting is the responsibility of the applicant to host and all costs related to the meeting are to be assumed by the applicant. The arrangement for and provision of facilities for the meeting are the responsibility of the applicant.
- d) The applicant is required to consult with staff regarding the date, time, location and format of the meeting with staff. The applicant is then to advise members of Council and staff about the meeting in writing at least two weeks in advance of the meeting so that City representatives may attend as observers.
- e) The meeting is to be conducted by the applicant and/or representatives (architect, engineer, etc.) and may be held in a local school, meeting hall, hotel or other public venue that is universally accessible, with the permission of the appropriate authorities. At the discretion of the Director responsible for Development Services, the meeting may be held virtually using internet-based tools or applications if appropriate. Where in-person meetings are held, it is recommended that the applicant provide options for virtual participation where possible.
- f) At the discretion of the Director responsible for Development Services, a staff member from the Planning Department may attend as an observer and be available to respond to questions on policy and process. In that case, a fee is charged by the Municipality to cover the cost of staff time as set out in the current City of Pitt Meadows Development Application Fee Bylaw No. 2629, 2013, as amended.



- g) At the meeting, a brief presentation will be provided by the applicant (at a specified time) after which the public will have the opportunity to discuss the project. Any member of the public not able to attend the presentation may drop in at any time during the evening to review the details of the project. The applicant must ensure that there is adequate opportunity for comments and questions from the public.
- h) The applicant should ensure that the following details of the proposal are available at the meeting, as applicable:
- Site description, including the legal description and the street address;
 - Existing and proposed zoning / density;
 - Building arrangement;
 - Building design;
 - Transportation impacts;
 - Environmental impacts;
 - Social impacts;
 - Community benefit;
 - Tree retention / landscaping proposals; and
 - Development phasing.
- i) Visual presentations and the use of creative engagement tools is also encouraged. The applicant will also provide forms for comments or questions which will be collected at the meeting, then submitted to the Planning Department.
- j) In consultation with staff and if the scale and scope of the proposed development warrants it, a public comment period of at least 10 days should remain open for the applicant to receive additional comments, questions and feedback from members of the public.
- k) Following the meeting and public comment period if applicable, the applicant must provide to the Planner a written summary of the information and comments received. The summary should include: sign-in sheets; comments sheets; copies of emails or correspondence submitted; analysis of comments received; and a summary on how the issues and concerns identified from the meeting will be addressed in the project.

6. Advertising

- a) The applicant is responsible for notifying neighbouring residents of the Development Information Meeting.

- b) The notice shall contain the following:
- The application number;
 - The location of the subject property;
 - The purpose of the application;
 - The date, place, time, and format of the Development Information Meeting;
 - An invitation to obtain information on the application from either the Planning Department or the developer/applicant with contact information; and
 - A map showing the location of the property(ies) involved in the application.
- c) The applicant should mail or otherwise deliver the notice of the meeting to all property owners and residents within a distance of the subject property that is consistent with the Development Procedures Bylaw No. 2740, 2016, as amended, provision regarding mailing of notices of public hearing, at least ten days in advance of the meeting date. The notice of meeting should also be delivered to the Planning Department. The Planning Department will provide applicants with a list of property owners and their mailing addresses.
- d) A notice of the Development Information Meeting must be published in at least two consecutive issues of a local newspaper, the last publication to appear not less than three and not more than 10 days before the meeting. The notice must include the civic address of the property under application, the date, time, and location of the Development Information Meeting, and contact information for the applicant and the Planning Department.
- e) Development proposals may change significantly through the review process. At the discretion of the Director responsible for Development Services, the applicant may be required to hold another Development Information Meeting. If so, notification of the meeting and meeting format are to be similar to that of initial Development Information Meeting. Renderings of the original proposal and the revised proposal are to be presented, with the differences between the two clearly noted and explained.