



# COUNCIL POLICY

**Subject: Developer Held Public  
Information Meetings**

**Policy No: 07-164**  
**Approved by Council: 2016-03-07**  
**Revised by Council: 2016-05-30**  
**Revised by Council: 2021-05-10**

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## 1. Purpose

- 1.1 To set out the criteria, logistics and reporting requirements for developer held public information meetings.

## 2. Background

- 2.1 Developers conduct public information meetings on their own initiative or at the request of the Community Development Division. The main purpose of such meetings is to provide information about their proposed development to the public and to obtain feedback so that issues and concerns can be identified and addressed early in the development approval process. When holding public information meetings, the proponents should observe and comply with the guidelines included in this Policy.

## 3. Related Policy

- 3.1 N/A

## 4. Policy

### 4.1 MEETING CRITERIA

Applicants for the following types of development applications are required to hold a Public Information Meeting prior to presentation of the application to Council:

- Official Community Plan Amendment;
- Zoning Amendment;
- Development Variance Permit;
- Land Use Contract Amendment / Discharge

Additional application types may be required to hold a Public Information Meeting at the discretion of the General Manager, Engineering and Community Development. The General Manager, Engineering and Community Development may also waive the requirement based on the minor nature of a specific application.

### 4.2 MEETING LOGISTICS

#### Notice

Notice of meetings should be distributed consistent with the requirements of Township of 'Langley Development Application Fee Bylaw 1987 No. 2470' as

amended. Applicants may choose to cover a larger area under certain circumstances, for example, when the proposal has wider implications.

The Community Development Division will provide applicants with the mailing addresses of property owners and occupants as well as mailing labels, if requested (at the proponents cost). The meeting notice should be sent by mail through Canada Post or through a courier company engaged exclusively to serve notice of the proposed development. The notice should be distributed 10 to 14 days in advance of the meeting date and shall contain the following information:

- Time and date of meeting;
- Place of meeting;
- Purpose of meeting including a description of the proposal;
- Map and description of lands that are subject of the meeting;
- Applicant contact information

The meeting is also to be advertised in at least two consecutive issues of a local newspaper (distributed throughout the Township) the last publication to occur not less than three and not more than ten days before the meeting. The notice shall be at least 7.5 cm by 18.5 cm in size, located in the main (non-classified) portion of the newspaper and include the following information:

- Time and date of meeting;
- Place of meeting;
- Purpose of meeting including a description of the proposal;
- Map and description of lands that are subject of the meeting;
- Applicant contact information

The applicant shall post notice of meeting information on their corporate website, where possible.

The applicant shall provide the Township with copies of notification materials in advance of the notice being provided.

#### Time and Date

Meetings should be held in, or extended into, the evening on weekdays so that members of the public who work during the daytime may attend. Meetings during weekends, holidays and special seasons should be avoided.

Applicants are required to discuss the timing of the meeting with the Community Development Division and agree upon the appropriate scheduling of the meeting.

#### Location

The meeting should be held in a suitable accessible location to accommodate and provide information to all owners and occupants within the notification area of the subject site. Preferably, the location should be in close proximity to the subject site. Appropriate venues include community halls, schools and places of worship.

### Format

The format of the meeting should include, but is not limited to, a combination of the following options:

- Open house;
- Presentation;
- Display;
- Small group discussion;
- Question and answer period;
- Feedback forms /Questionnaire Survey

The use of creative engagement tools is also encouraged.

The applicant must make available for review all relevant appropriate plans, studies, and technical information regarding the proposal.

A sign-in sheet shall be available at the meeting to record the number of attendees.

The applicant shall involve appropriate consultants at the public information meeting as organizers, resource persons and/or facilitators.

A representative from the Community Development Division, shall attend the meeting as an observer, respond to any questions regarding the application process and/or specific Township bylaws / policies and to verify accurate collection and analysis of input gathered.

### Virtual Public Information Meeting (PIM) / Requirements / Options for Applicants

Given the current COVID-19 pandemic situation and until otherwise directed by Council, virtual public engagement (subject to Sec. 4.1) is required. This may involve one or more of the engagement options listed below for applicants to consider instead of traditional in person Public Information Meetings. Applicants are required to discuss and agree upon an appropriate consultation approach with the project's Community Development (Development Planning) representative prior to undertaking the following options:

- Applicant provides a site plan and project description, along with specific information with the consultation / engagement virtual meeting notice;
- The consultation / engagement virtual meeting notice is to include the applicant's email contact information and phone number for citizens to submit comments and questions;
- Applicant creates a website where the application information is available at least 14 days prior to the "virtual public information meeting time"
- Applicant produces a video presentation describing the application to be posted on an applicant website;

- Applicant is available, along with Community Development (Development Planning) staff (as an observer) for one or more “live” sessions in a webinar or “live chat” setting using generally accepted platforms;
- Applicant has some “live” options for answering questions or commits to responding to citizen questions within a specified timeframe (recommend 24 hours); and
- Applicant develops an on-line survey or other option(s) to receive public comments, questions and feedback.

#### 4.3 MEETING REPORTING

The applicant is required to provide a record of the meeting to Community Development Division not less than three weeks prior to the presentation of the application to Council. The results shall be submitted in summary report format (to be advanced to Council as an Appendix to the staff report) and should include the following information:

- Sign-in sheet from the meeting;
- Completed feedback / questionnaire forms;
- Summary of comments received;
- Discussion of how any issues / concerns identified from the meeting and/or feedback forms are addressed in the project.