



GUIDELINE TO APPLICANTS/DEVELOPERS

PUBLIC INFORMATION MEETINGS

POLICY

The District of Saanich encourages applicants and their representatives to liaise with the immediate neighbourhood, area community associations and the general public on proposed zoning changes and development proposals through a Public Information Meeting prior to Council consideration.

RATIONALE

A Public Information Meeting will provide an opportunity to present the proposal, respond to questions, and address any concerns or misconceptions that may otherwise come up much later in the process at a Committee of the Whole meeting or Public Hearing.

PUBLIC INFORMATION MEETINGS - TIMING/NOTIFICATION/LOCALE

A Public Information Meeting should be held prior to the proposal being considered by Council at a Committee of the Whole meeting.



A Notice of an Open House should be circulated to property owners and residents within 90 metres of the subject property as well as the area community association. The community association may be able to assist by posting information about the meeting on their website or including it in their newsletter. An ad in the newspaper may also be helpful if the proposal is significant or will affect Saanich residents beyond the immediate area. A sample notice is attached for your reference.

Depending on the anticipated attendance, the Public Information Meeting could be held in a private residence, local school, church or meeting hall. All costs related to the meeting are assumed by the applicant.

If you would like further information on holding a Public Information Meeting, please contact the Planning Department or the Office of the Municipal Clerk at 475-1775.

NOTICE OF MEETING

TOPIC: Include a short paragraph outlining the topic of the meeting and a description of the proposed development.

DATE:

TIME:

LOCATION:

For any further questions regarding this meeting, please contact (name of contact) at (phone, fax, and email).