

- 4) Applicants will be required to discuss the timing and location of the Development Information Meeting with the Planning Department and agree upon the appropriate scheduling of the meeting. The meeting should be scheduled at a time that ensures adequate opportunity for the public to attend and time to provide feedback about the project (not less than two hours in length). The location of the meeting should be in close proximity to the project site and should be large enough to accommodate the anticipated turnout. Appropriate venues may include community halls, schools or churches, but do not include private homes, show homes, or the applicant's office. For the Official Community Plan or Zone amending bylaws, the meeting is to occur prior to **first reading**. An applicant who holds a Development Information Meeting without having reached agreement on the time and place of the meeting with the Planning Department may be required to re-schedule another meeting at their cost, at an agreed upon time and location.
- 5) The following materials must be made available at the Development Information Meeting:
- a) **For Single-Family Development:**
- i) Subdivision Plan acceptable to the Approving Officer, showing:
 - Zoning compliance;
 - Building envelope(s);
 - Proposed variances;
 - Road network and parking provision; and
 - Park dedication and green spaces.
 - ii) Architectural drawings and streetscapes, if the application is subject to an Intensive Residential Development Permit.
- b) **For Multi-Family, Commercial, Industrial, and Institutional Development:**
- i) Site Plan, showing:
 - items listed above in 5) a) i);
 - Amenities, including common activity area and open space.
 - ii) Architectural and landscape plans.
- c) **For All Subject Developments:**
- i) Excerpts of Zoning Bylaw and Official Community Plan materials;
 - ii) Supporting professional reports ;
 - iii) Information, technical assessment, and analysis required by the City for Watercourse Protection, Natural Features, or Wildfire Development Permit; and
 - iv) Meeting records:
 - Sign-in sheet to record number of attendees*;
 - Comment sheets for attendees*; and
 - Copies of any emails or correspondence that may have been submitted.

The above listed information must be reviewed by the Planning Department prior to presentation at the Development Information Meeting. Records from the meeting are to be kept by the applicant and forwarded to the City within three days of the meeting.

*Sign-in and comment sheets must include the following disclaimer:

"Please note that all comment and attendance sheets produced as a result of this Development Information Meeting will be provided to the City of Maple Ridge and form part of the public record that is available for viewing by the public upon request."

- 6) The applicant shall be responsible for all notification of the Development Information Meeting. The applicant must mail or otherwise deliver a Development Information Meeting letter to all property owners and residents within 100 metres of the development site and to the Planning Department at least 10 days in advance of the meeting date. The Planning Department will provide the applicant with a list of mailing labels for all property owners and residents. The letter must contain the following project specific information:
 - a) The application number;
 - b) The development site property address(es);
 - c) A map showing the location of the development site (note: not the location of the meeting);
 - d) The purpose of the application;
 - e) The date, place, start and end times of the Development Information Meeting; and
 - f) An invitation to obtain information from the applicant, including contact information and the Planning Department's contact information.
- 7) A Development Information Meeting advertisement 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 ten days before the meeting. The notice must be a minimum of three columns width, or 9 cm by 12 cm (3.54 in. by 4.72 in.) in size. The advertisement must include the project specific information listed in 6) a) through f).
- 8) A notification decal shall be posted on the development site's development sign(s) a minimum of 10 days prior to the meeting in accordance with the Council Policy 6.21 – *Development Sign Policy*.
- 9) The applicant shall be responsible for the format of the meeting and the keeping of a detailed record of the meeting. Within three days of the Development Information Meeting, a summary report shall be submitted to the Planning Department containing the following:
 - a) completed meeting records including: sign-in sheets, comment sheets; and copies of any emails or correspondence that may have been submitted;
 - b) summary notes or minutes from the meeting;
 - c) analysis of the comment sheets; and
 - d) summary on how the issues and concerns identified from the Development Information Meeting will be addressed in the project.

Purpose:

To establish a minimum standard for the hosting of a Development Information Meeting by an applicant to inform the public of proposed development changes in their neighbourhood and to allow for the identification of issues and concerns early on in the development process.

Definitions:

Applicant: Person or company who makes a development application and is identified as such on the application form, with consent from the development site owner(s).

Development Site: Property or properties under development application.