

Guide to Public Information Meetings For Land Development Applicants

NOTE: This information is provided only as a guide for convenience and is not a substitute for applicable bylaws and legislation.

A Public Information Meeting (PIM) hosted by the applicant is required for OCP amendment applications, rezoning applications, and certain development permit applications that cannot be delegated to Staff for approval, in accordance with Part 22 of the “Officer Designation and Delegation of Authority Bylaw 2022 No. 7353”¹ and Section 4.5 of the City of Nanaimo “Development Procedures and Notification Bylaw 2024 No. 7375”². The PIM provides the applicant with an opportunity to share information about their development proposal, and for residents to ask questions about the application and provide comments before it is considered by Council.

Scheduling

- A PIM should be scheduled early in the application review process after an application has been submitted and after discussing with the City’s File Manager. In some cases, the File Manager may recommend changes to the application before scheduling a PIM.
- The PIM should be held during a two- or three-hour period on a weekday evening between 4pm and 8pm to maximize opportunity for public input. For large-scale projects, an additional PIM may be scheduled on a weekend.
- Avoid scheduling a PIM on Council meeting dates and on statutory holidays.
- Meetings during the months of July, August, or December are discouraged.
- The location of the PIM should be near the subject property in a community hall, meeting room, class room, or other similar publicly-accessible venue.
- It is recommended that the applicant review whether the subject property is within the area of a Neighbourhood Association and if so, contact the association prior to scheduling a PIM. In some cases, the Neighbourhood Association may have further suggestions on the location or format for the PIM. The Neighbourhood Association map and contacts can be found on the City’s website: www.nanaimo.ca/property-development/land-use-bylaws/neighbourhood-and-area-plans/neighbourhood-associations

Format

- There are different format options that may be appropriate depending on the scale or complexity

¹ www.nanaimo.ca/bylaws/ViewBylaw/7353.pdf

² www.nanaimo.ca/bylaws/ViewBylaw/7375.pdf

of the application, but the most common PIM format is a drop-in open house. In this format:

- Display boards are provided by the applicant to show the proposed development plans (building elevations, renderings, site plans, etc.), alignment with applicable City regulations (bylaws, policies, guidelines, etc.), and information on next steps;
- Display boards should be large-format and easy to read;
- Residents attend at any time within the scheduled period and review the open house boards at their own pace; and
- Ensure that representatives are available to assist attendees and answer questions.
- In any format of PIM, a sign-in sheet should be provided where attendees can provide their name, address, and contact information if they would like to receive updates. The sign-in sheet will be shared with Staff, but personal contact information will not be shared publicly.
- Offer opportunity for comment, either verbally or with comment sheets that attendees can complete and submit to the applicant.
- City Staff will attend the PIM as an observer and can answer questions about the City review and approval process.
- The notice and display materials must be shared with the File Manager before distribution, and the File Manager may make suggestions before finalizing materials.

Notification

- Notification of the PIM should be mailed or otherwise delivered to all property owners and occupants within 100m of the subject property as well as to the Neighbourhood Association, if applicable. For more significant applications, a larger area of notification may be appropriate.
- Where there is development application signage on the subject property, a notice for the PIM can be posted on the signage.
- An advertisement in a local newspaper may be suitable where there is significant public interest.
- Notification should occur at least two weeks prior to the scheduled PIM.
- The PIM notice should include the following information:
 - The date, time, and location of the PIM;
 - Clear identification of the subject property;
 - A short description of the proposal (e.g. “A development permit for a four-storey multi-family residential building with a 50 dwelling units”);
 - The City’s file number;
 - The applicant’s contact information; and
 - The City’s File Manager contact information.
- The notice should be clear that the PIM is not a Public Hearing and is not hosted by the City.

After the Meeting

- The applicant shall provide the File Manager with a written summary of the PIM including the number of attendees, comments received, and how the comments will be addressed.