

## Public Information Meeting Checklist

The following is required for a Public Information Meeting:

<input type="checkbox"/>	The cost of the required mailing list is the equivalent of 2 hours of Planning Fee Staff Time ( <a href="#">2024 Planning Services Rates and Fees</a> for 2 hours of Planning Fee Staff Time is \$253.12), payable to the Town of Oakville.
<input type="checkbox"/>	The Public Information Meeting Notice must be mailed out at least <b>14 days prior</b> to the meeting date.
<input type="checkbox"/>	At least one Public Information Meeting must be held in the evening hours with a start time <b>no earlier than 6:30 p.m.</b>
<input type="checkbox"/>	Applicant is responsible to plan for holding the Public Information Meeting, including arranging a virtual meeting/booking the venue.  For your ease of reference visit Town's <a href="#">Facility Rentals</a> .
<input type="checkbox"/>	There is no template for a Public Information Meeting Notice, however, the notice must contain:  a) The municipal address or legal description of the subject lands. b) A location map. c) Date and time of the meeting. d) A proposal of the development. e) To avoid having to type a lengthy URL for attendance by videoconference please consider the use a QR Code generator for ease of access.  Please contact the Legislative Coordinator for an example of a notice.
<input type="checkbox"/>	It is essential to provide the Planning Services Department with a copy of the Public Information Meeting Notice that is circulated to the public. This will help staff address any queries from the public and advise staff of the upcoming meeting.
<input type="checkbox"/>	It is encouraged to consult with your <a href="#">Ward Councillors</a> prior to finalizing the meeting date.
<input type="checkbox"/>	Please collect a list of attendees (including their email addresses) at the public information meeting and forward this information to the Legislative Coordinator (at <a href="mailto:legislative.coordinator@oakville.ca">legislative.coordinator@oakville.ca</a> following the meeting).
<b>For any further information please contact:</b>	
Franca Piazza, Legislative Coordinator <a href="mailto:franca.piazza@oakville.ca">franca.piazza@oakville.ca</a>	