



MUNICIPAL PLANNING STRATEGY (MPS) & LAND-USE BY-LAW (LUB) AMENDMENT PROCESS

1.

Step 1: Application is Made—1st Planning Advisory Committee (PAC) Meeting

In Preparation for the Meeting:

- Developer meets with the Development Officer and CAO.
- Application is made.
- Payment of fee is made.
- The report is made available to be viewed on the PAC agenda on the Town's website.

At the Planning Advisory Committee Meeting:

- Development Officer presents report to PAC.
- Developer may address PAC.
- PAC members and the Development Officer are expected to give feedback to the Developer.
- Developer may commit to revise initial development concept to address concerns raised at this meeting.
- PAC makes recommendation for a Public Participation Meeting.

2.

Step 2: Public Participation Meeting—2nd Planning Advisory Committee Meeting

In Preparation for the Meeting:

- Developer and the Development Officer discuss any changes arising from 1st PAC Meeting.
- The report is made available to be viewed on the Public Participation / PAC agenda on the Town's website.
- A Public Participation notice is published in the local newspaper, on the Town's website, and Facebook page. Report is attached to website and Facebook notice.
- Notice of application is mailed out to all property owners within 30m of subject property.
- Notify the Developer of the Public Participation Meeting.

At the Public Participation Meeting:

- Development Officer presents the report to the Public including public responses.
- The public are invited to comment on the report.
- The Developer may address any concerns or questions.
- Meeting is adjourned and PAC is called to order.

At the Planning Advisory Committee:

- Development Officer presents report and recommendation.
- PAC members, Staff, and the Development Officer may give additional feedback to the applicant.
- Developer may commit to revise the report to address concerns raised at this meeting.
- PAC makes recommendation to Council.

3.

Step 3: Council Meeting (1st Reading)

In Preparation for the Meeting:

- Development Officer finalizes report in consultation with the Developer.
- The report is made available to be viewed on the Council agenda on the Town's website.
- Final report and recommendation sent to Council.

At the Council Meeting:

- Developer may present their proposal to Council.
- Council Members may give additional feedback to the applicant.
- Developer may commit to revise the report to address concerns raised at this meeting.
- Council makes a recommendation to go to a Public Hearing.

4.

Step 4: Public Hearing and Decision by Council (2nd Reading)

In Preparation for the Meeting:

- Two (2) hearing notices published in the local newspaper, in the Town's website and Facebook page. First ad placed 14 days before the Public Hearing meeting. Report is attached to website and Facebook notice.
- The report is made available to be viewed on the Public Hearing agenda on the Town's website.
- Notice of Application mailed out to all property owners within 30m of subject property.
- Final report and recommendation sent to Council.

At the Public Hearing / Council Meeting (2nd Reading)

- The public are invited to comment on the report.
- Developer may address any issues the public may have.
- Council makes a decision.

5.

Step 5: Following the Public Hearing / Council Meeting (2nd Reading)

- Once the report is mailed to the Director of Municipal Affairs for approval (documents must be approved or refused within 60 days or they are deemed approved) / or refusal notice sent to applicant.
- Once approval is received from Municipal Affairs, a Notice of Approval is published in the local newspaper, on the Town's website, and Facebook page / or a refusal notice sent to the applicant.
- Documents come into effect on the date the notice is published.

6.

Step 6: Updating the Municipal Planning Strategy (MPS) and Land Use By-law (LUB) / Building and Development Permits

Updating MPS and LUB:

- Once the amendment is effective the MPS and LUB are updated.
- Notification is sent to the Developer.
- Building and Development Permits may be issued.