
DEPARTMENT: PLANNING AND DEVELOPMENT

TITLE: **POLICY FOR PUBLIC PARTICIPATION and NOTIFICATION**

Minutes reference date: May 25, 2015

PURPOSE:

To establish a policy for public participation, and notification for the adoption of the Municipal Planning Strategy (MPS), Subdivision By-law, Land Use By-law (LUB), Development Agreements, Variances, Site Plans, and amendments thereto.

AUTHORITY:

This policy carries out MGA section 204 that requires Council to adopt a public participation policy concerning the preparation and administration of planning documents. This policy also provides for public notification where required under MGA sections: 205 (Requirements for adoption of planning documents), 206 (Public hearings), 210 (LUB amendments), 221 (Notifications and costs), 230 (Adoption or amendment of development agreement), 232 (Site-plan approval), 236 (Variance procedures), and 237 (Variance appeals and costs).

The Deputy CAO, or designate, is responsible for administration of this policy.

POLICY:

Public Participation Session

1. A public participation session will take place ~~at a meeting of the Planning Advisory Committee~~, prior to making a recommendation to Council. Notification of the session shall adhere to the Procedure for Public Participation and Notification.
3. A summary of the public participation session will be provided to **all members of the Planning Advisory Committee and** Council prior to First Reading.

Public Hearing

1. A public hearing will generally take place prior to a meeting of Council, and prior to giving second reading of the planning document, Development Agreement, or amendment thereto.
2. Advertisement and notification of the public hearing shall adhere to the Municipal Government Act, and the Procedure for Public Participation and Notification.

Documentation and Coordination

Documentation and coordination shall adhere to the Procedure for Public Participation and Notification.