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**TITLE:** Public Participation and Notification Procedure  
**DEPARTMENT:** Planning  
**PROCEDURE NO:** 66000-03P

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**APPROVAL DATE:** March 13/25

**CAO Signature:** 

**PURPOSE:**

To establish a public notification procedure for the adoption of the Municipal Planning Strategy, Subdivision Bylaw, Land Use Bylaw, Development Agreements and amendments thereto, as well as the issuance or denial of variances and site plans.

**AUTHORITY:**

This procedure is intended to carry out the notification requirements of the Town's Public Participation and Notification Policy.

The Director of Planning & Economic Development, or designate, is responsible for the administration of this procedure.

**PROCEDURE:**

**Engagement with Municipality of the County of Cumberland (MCC)**

1. Where the adoption or amendment of a planning documents is being considered that will affect property within 200 metres of the municipal boundary, a Letter of Notification shall be sent to the MCC Planning and Development Department as part of the notification procedure for a Public Participation Opportunity.
2. A copy of the Letter of Notification shall be included in all reports to Council as an attachment.
3. Any Comments received by the MCC as well as the public comments received through the Public Participation Opportunity shall be considered by Council prior to considering first reading of the proposed planning documents.
4. Upon Council approving first reading and scheduling a public hearing, a second Letter of Notification shall be sent to the MCC.

**Public Participation Session**

1. The Town will use its website and social media platforms for notices of all planning matters. Notice of a public participation session will be posted at least six (6) days prior to the session.
2. If the session relates to a particular property(s), notification must be sent by regular mail to all assessed property owners within 60 metres of the subject property between 13 and 20 days prior to the session. In addition, hand delivery of the notice to each dwelling unit located within 30 meters must be completed between 6 and 13 days prior to the session.

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3. If applicable, the applicant must be notified of the session by registered mail between 13 and 20 days prior to the session.

#### Public Hearing

4. A notice that satisfies Section 206 of the MGA will be posted on the Town website and social media platforms at least 14 days prior to the public hearing date.
5. When the public hearing is the result of an application by an individual(s) or business(s), notification of the session will be sent to the applicant by registered mail between 13 and 20 days prior to the hearing date.
6. If the hearing relates to a particular property(s), notification must be sent by regular mail to all assessed property owners within 60 metres of the subject property between 13 and 20 days prior to the session. In addition, hand delivery of the notice to each dwelling unit located within 30 metres must be completed between 6 and 13 days prior to the hearing.

#### Variance / Site Plan

7. Within 7 days after granting a variance or site plan, the Development Officer shall give written notice to all assessed property owners located within 30 metres of the applicant's property. Such notice shall be sent by regular mail.
8. Within 7 days after refusing a variance or site plan, the development officer shall give written notice of such refusal to the applicant. Such notice shall be by registered mail.
9. Where an applicant appeals the refusal to grant a variance or site plan, the Development Officer shall send a notification to all assessed property owners within 30 metres of the subject property by regular mail between 13 and 20 days prior to the appeal hearing date. The applicant shall be notified of the appeal hearing by registered mail at least between 13 and 20 days prior to the hearing.

#### Documentation and Coordination

10. The Clerk's Office is responsible for filing all correspondence and proof of such correspondence associated within this procedure.
11. A copy of any website notice shall be saved in the file.
12. The mailing list and date sent of all notified property owners shall be in the file.
13. A map showing all properties which received a hand delivered notification shall be kept in the file. This map shall contain the date that the notifications were dropped off, and be signed by the individual undertaking the task.
14. A copy of the registered mail delivery confirmation shall be kept on file.

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**ROLES AND RESPONSIBILITIES**

| Title | Responsibilities   |
|-------|--|
| Clerk | Ensure notifications are processed and completed as per the procedure. |

For Administrative Use Only:

**VERSION LOG**

| Amendment Description   | Procedure Owner                                       | Approved By   | Approval Date  |
|---|---|---------------|----------------|
| <ol style="list-style-type: none"> <li>1. Change the requirements for public hearing notification as per MGA amendments</li> <li>2. Add a section to address engagement with MCC when required</li> </ol> | Director of Planning & Strategic Initiatives – Fisher | CAO MacDonald | March 13, 2025 |
|   |   |               |                |