

	<h1 style="color: red; margin: 0;">POLICY</h1>	Department: Chief Administrative Officer (CAO)
	<h2 style="margin: 0;">ENHANCED NOTIFICATION FOR PLANNING MATTERS</h2>	
Effective Date: May 13, 2025		Last Reviewed Date: April 17, 2025

1. PURPOSE STATEMENT

The purpose of this policy is to establish enhanced notification procedures for planning matters, beyond the minimum requirements outlined in the *Community Planning Act, SNB 2017, c. 19*, to ensure sufficient notice and opportunity for input.

2. DEFINITIONS

- “**Act**” means the *Community Planning Act, SNB 2017, c. 19*;
- “**Chief Administrative Officer**” means the head of the municipal administration. The individual is the only employee who reports directly to Council;
- “**Council**” means Mayor and Councillors of the Town of Salisbury;
- “**Former Local Service District (LSD)**” means any area in an area that was in a Local Service District (LSD) prior to Local Governance Reform;
- “**Plan 360**” means the division of the Southeast Regional Service Commission engaged for all planning matters on behalf of the Town of Salisbury;
- “**Planning Review and Adjustment Committee (PRAC)**” means the Committee, as appointed by the Southeast Regional Service Commission Board, established to provide recommendations and make decisions related only to land use planning, as specified under the provincial Community Planning Act.

3. APPLICATION

Pursuant to the *Act*, this Policy applies only to planning and land use matters under the jurisdiction of the Town of Salisbury. Therefore, this Policy does not apply for any land use matters under the jurisdiction of the Southeast Regional Service Commission

Planning Review Adjustment Committee (PRAC), which is governed under a By-law approved by the Board of Directors of the Southeast Regional Service Commission. For clarity, this means that this Policy does not apply for any adjustments, variances, conditional/temporary uses, etc., that is under the legal authority of the PRAC.

4. POLICY

Re-Zoning Application(s):

- In the event of a rezoning application, the Town shall consider the proposed rezoning via preliminary presentation made to Salisbury Town Council, whereby Council will direct Staff through resolution to initiate the public consultation/engagement process.
- Within three (3) business days of the direction passed by Council, the Town shall install public notice signage pursuant to Schedule A. The sign shall be installed in a location that is unobstructed from view and is noticeable to members of the public using active modes of transportation or motor vehicles. The cost of producing, installing, and maintaining the signage shall be the responsibility of the Town.
- The signage will remain in-place until the conclusion of the Public Hearing.
- In the event of a re-zoning application, additional public notices shall be issued via mail to all property owners within 100 metres of the boundaries of the property under consideration for the rezoning (issued by Plan360).
- The Town will utilize the monthly newsletter to communicate all rezoning applications.
- The Town will utilize the salisbury.nb.ca webpage to communicate rezoning applications via News Item(s), pursuant to Section 111(3) of the *Act*.
- The Town will utilize the Town of Salisbury Facebook Page to communicate re-zonings, pursuant to Section 111(3) of the *Act*.

Meeting Re-Location(s):

Council Chambers is the primary location for all Council business, including public hearings and public presentations.

- In exceptional circumstances, Council may wish to move Council meeting(s) when land use matters have garnered significant public participation. Insofar as this does not circumvent the Town's Procedural By-law and/or the Community Planning Act, Council may consider moving venue(s) on a case-by-case basis.
- The Community Planning Act requires Council to pass a resolution for the date, time, and place of both public hearings AND public presentations for inclusion in the respective public notices. Council must therefore propose amendments to the respective resolutions *prior to them being passed* in the event that Council wish to amend the location of a public hearing or public presentation. Unless otherwise noted in the initial resolutions, these meetings will occur at Town Hall, in Council Chambers.

- In instances of ongoing public participation, and not foregoing the aforementioned considerations, a Council meeting may be moved to a different venue, including for meetings where readings of the respective By-law(s) is/are expected to be made. Reasonable efforts should be undertaken to ensure the decision(s) to re-locate meetings for land use matters in light of significant public engagement are made by formal motion of Council. In the absence of formal motion, direction may be provided virtually (e.g.: over email), insofar as a majority of Council agrees and the Procedural By-law is not otherwise contravened, and insofar as the email(s) become part of the subsequent meeting record(s).
- Considerations for a re-located meeting include, but are not necessarily limited to, the following:
 - High volume of written or verbal interest (e.g.: more than 25 written submissions);
 - Petitions or organized community support and/or opposition;
 - Prior attendance at related meetings (e.g.: if meetings held in Chambers for the file were otherwise overcapacity);
 - Registered presenters or confirmation(s) of attendance that are over capacity of Council Chambers (~30 confirmed); and/or
 - Discretionary concerns on anticipated over-capacity, based on reasonable expectation(s) of high attendance.
- A decision to recommend re-locating a meeting for a public hearing is to be made between the Clerk, the Mayor, and the Chief Administrative Officer, unless already requested in writing by a Councillor(s). A Councillor can request a meeting location be moved in writing, at least one week before the meeting date, including for meetings to consider readings of the proposed by-law(s).

5. RESPONSIBILITIES

This Policy requires the collaboration of a number of inter-departmental stakeholders.

Plan360:

- Plan360 remains responsible for processing all applications that may be subject to this Policy.
- Plan360 shall remain responsible for preparing and issuing notices within 100 metres for all rezonings.
- The Planner assigned to the respective file is responsible for notifying the Town of applications for the Town to initiate their enhanced notification process, if applicable.

Administration (Clerk):

- The Clerk's Office is responsible for issuing public notices, including online and via mail, that are drafted pursuant to the Policy, above those issued by Plan360.
- The Clerk's Office is responsible for ordering signage, including replacement labels as applications are received.

Chief Administrative Officer (CAO):

- The CAO is responsible for ensuring adherence to this Policy.
- The CAO is responsible for ensuring a Standard Operating Guideline for requests that may initiate action under this Policy.

Infrastructure & Public Works:

- Infrastructure & Public Works shall be responsible for storing, installing, and removing signage that is required to be installed pursuant to this Policy.

Council:

- Town Council is responsible for approving this Policy and any amendments thereto.
- Town Council is responsible for making decisions related to the proposed applications that may be subject to enhanced notification, in a timely manner and in accordance to the Act.
- Town Council is responsible for proposing modified meeting locations by way of resolution, as may be required, at the discretion of Council, pursuant to this Policy.

SCHEDULE A

Re-Zoning Application Public Signage

- The sign shall be printed on chloroplast and be sized 48"x48"*.
- The sign shall be single-sided and shall be parallel with the road.
- *The Chief Administrative Officer (CAO) reserves the right to modify the signage size based on the property (e.g.: to ensure site lines, adding additional sign based on property sign, etc.).
- Required signage under this policy shall be exempt from any and all development permit and/or portable sign licensing requirements, given they are temporary and constitute signage installed under the direction of the Town of Salisbury.

The sign template shall be as follows, with blue text being placed as stickers (when printed, stickers will also be black text):

