

Rural Plan Amendment Process Timeline

Timeline:
3-5 months
- see page 2

LEGEND (Action by)

- Applicant
- GMRSC
- External Departments and Agencies

Application Preparation and Submission

- Pre-application meeting * and/or Development Assistance Committee Meeting (if warranted/requested)
- Complete application package* and ensure fee payment received by GMRSC

Application Review

- GMRSC Staff request authorization to proceed from Municipal Council
- *Technical review of Application by GMRSC based on applicable regulations, including external department and agency review
- GMRSC prepares Staff Report for PRAC
- PRAC meeting; PRAC's views (forms basis of proposed by-laws) forwarded to City Council

Rural Plan Amendment

- Notice of Public Hearing
- 1st Reading of By-law
- Public Review of Proposed Amendment
- Public Hearing of Comments or Written Objections
- 2nd and 3rd Reading Adoption by Council
- File Registration of By-law, After Receiving Ministerial Approval
- Notice of Registration Published

Subsequent Development Approvals

Further application submission and review is possible once a required rural plan amendment is completed; Applicant may apply for required building/development permit (See processes 1, 4, 5, as required)*

* Refer to page 2

Rural Plan Amendment

Process Timeline

Roles, Responsibilities, and Procedures

LEGEND (Action by)

- Applicant
- GMRSC
- External Departments and Agencies

Passing or Rejecting the Plan Amendment

-The Greater Miramichi Regional Service Commission (GMRSC) and Planning Review and Adjustment Committee (PRAC) offer support and recommendations to Municipal Council, but **the final decision on whether to accept the amendment rests with Council.**

Plan Amendment

-A Rural Plan is a municipality's main document used for community planning. The Plan's legal authority is granted and governed by the New Brunswick *Community Planning Act*. In a Village or a Rural Community. A Rural Plan provides a framework for orderly development within the Municipality according to land use planning principles. In addition to policy, a Rural Plan contains the zoning provisions for a municipality.

-An amendment to the Plan's text or maps becomes necessary when new issues or concerns arise that were not considered during the adoption or review of the Plan.

Municipal Council & Staff Responsibilities, Roles & Procedures

- Passing a resolution to decide whether or not to proceed with the application, set a date for public hearing, ask PRAC for its recommendation regarding the application;
- Publishing notices of public hearing;
- Drafting a proposed by-law amendment;
- Hearing public objections;
- Giving three readings to the proposed by-law amendment;
- Passing or rejecting the amendment;
- Registering the by-law;
- Submitting the By-law to the Minister of Environment and Local Government (if Plan Amendment); and
- Notifying the Applicant of Council's decision.

Timeline

3-5 Months: Timeline is variable but is lengthy due to minimum periods between certain stages (public review, public notice, public hearing), as required by provincial legislation

Applicant Responsibilities, Roles & Procedures

If Required:

- *Schedule a pre-application meeting with GMRSC staff (may include Building Inspectors, Planners, Municipal Staff, and/or Development Officers) and, when required, applicable external agencies or departments (by phone, email, virtually, or in person with COVID-19 protocols)
- Schedule a Development Assistance Committee meeting with GMRSC Staff and Municipal Officials to navigate application process and possible incentives
- Obtain the services of an engineer, architect, planning consultant or other professional to assist with preparation/submission of amendment

Responsibilities:

- Obtain written authorization from the property owner (if not the Applicant) to act on their behalf
- Submit complete application and pay the required fee
- *At minimum, a completed application form available online or at GMRSC office (including indicating the nature of the amendment) and site plan is required; usually also require floor plans and elevation drawings
- Revise application or submission materials based on GMRSC, and external agency input as required
- *Further application submission and review is possible once a required rural plan amendment is completed; Applicant may apply for required building/development permit - see processes 1 (Site Plan Review/Approval), 4 (Development Permit), 5 (Building Permit)

GMRSC Responsibilities, Roles & Procedures

GMRSC is Responsible for:

- Processing the application and fee payment;
- Liaising with the Applicant to clarify outstanding details and seek comments from agencies including local fire, police, and engineering services regarding concerns with the development proposal;
- *Providing a Staff Report to PRAC detailing the technical review of the application with recommendations;
- Presenting the application at a public hearing; and
- Providing relevant maps to PRAC and Council.

PRAC is responsible for:

- Discussing the development proposal and forming a recommendation to Council on whether the application should be accepted or rejected, and under what terms and conditions should apply, if any.

This process has been independently reviewed by a third-party professional engineering and planning consultant and is found to be consistent with the requirements of the Community Planning Act, Local Governance Act, and with the processes used in other jurisdictions across the Province of New Brunswick.