



TOWN OF DRAYTON VALLEY

Department:	Planning & Development	Policy #:	PD-04-08
Subject:	Development Notices to the Public		
Approval Date:	April 2, 2008	Review Date:	June 27, 2012 March 12, 2014

POLICY

Pursuant to section 606 of the *Municipal Government Act*, the Administration of the Town of Drayton Valley is required to advertise notices of any bylaw, resolution, meeting, public hearings or other thing as follows:

- “(2) (a) published at least once a week for two (2) consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or
- (b) mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is held.”

1. This policy is hereby established to define the “residence in the area” for notification by mail or delivery, as follows:

Area Structure Plan Applications

all residences or businesses located within a five hundred (500) metre radius from the boundary of the quarter section subject to the proposed Area Structure Plan, or the portion of the Area Structure Plan to be amended.

Direct Control and Discretionary Use Development Permit Applications (at the discretion of Administration or Council)

all residences and businesses located within a one hundred (100) metre radius surrounding the parcel of land which is subject to the development application.

Rezoning Applications

all residences and businesses located within a three hundred (300) metre radius surrounding the parcel of land to be rezoned.

Subdivision Applications

all residences and businesses located within a three hundred (300) metre radius surrounding the parcel of land to be subdivided.

2. Each notice shall include a date for response in which those who receive a copy of the referral must contact the Development Department. Specifically, if there is to be a Public Hearing, any comments or objections are required in advance of the Hearing date, or may be presented in person at the Public Hearing. In the case of an Open House, the persons in receipt of the notice may appear in person, or provide their comments in advance of the Open House date. When no public meeting is required (either by way of Public Hearing or Open House), the Development Department shall provide a set date by which objections to a proposed development or land use must be received.
3. Responses received by the Development Department shall be presented to Council at the time of Public Hearing and read into the minutes of same. In the case of an Open House, the Development Department shall present the comments for consideration by those present. All comments, concerns and objections shall be taken into consideration by Council, the Development Department and other involved organizations or bodies.
4. The Town, as is practicable, shall make a conscientious effort to address concerns and questions raised as a result of the responses received from notice recipients.
5. It is recognized that some of the above-noted applications may be of a minor nature (eg. one lot containing a duplex being subdivided into two lots – one for each side of a duplex) and have little or no impact on surrounding lands. In situations such as this, Administration shall have discretion in determining the appropriate referral area, but shall not reduce the referral area to less than 60 metres of the subject lands.



Town Manager