


Subject:	Development Notices to the Public Policy	Policy No.:	PD-01-23	
Department:	Planning & Development			
Approval Date:	February 8 2023	Review Date:		
Associated Policies:	Repeals & Replaces PD-04-08 as amended			

## Development Notices to the Public Policy

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### Purpose

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

### General Policy

1. This Policy establishes the rules defining the "residence in the area" for notification by mail or delivery.
2. The requirements as outlined shall serve as the minimum required by the Development Authority, who may at their discretion expand the reach of notifications delivered on a given application as they deem appropriate.
3. All identified properties within a mailout radius shall receive Two (2) notices: an advertising notice prior to a decision, and a decision notice after a decision is made.
4. This Policy shall repeal and replace Policy PD-04-08 as amended.
5. This Policy shall come into effect February 8, 2023

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## Definitions

Within this Policy the following definitions shall apply:

- a. **Area Structure Plan** shall refer to a recognized plan adopted by Council, outlining the future development of the outlined area. This definition includes all plans falling within Section 633 and/or 634 of the *Municipal Government Act* (including Area Redevelopment Plans).
- b. **Development Permit Variance** shall refer to an application received asking for a change or exemption from regulations found within *Land Use Bylaw 2020/12/D*. Section 2.10 of the *Land Use Bylaw* provides details on when such exemption requests require notification, triggering the use of this Policy.
- c. **Direct Control Use** shall refer to an application received requesting permission to develop a proposal within a Direct Control zoning district, as identified by the Land Use districts within *Land Use Bylaw 2020/12/D*.
- d. **Discretionary Use** shall refer to an application received requesting for permission to develop a proposal whose use is listed as a 'discretionary use' within the appropriate zoning for the parcel found in *Land Use Bylaw 2020/12/D*.
- e. **Radius** shall refer to the length of the straight-line measurement taken in a 360 degree sweep out from a given point, amalgamated together so that all measured points constitute the entire area including boundary of the site under observation. Notification shall be sent to properties wherein either the entirety of, or a portion of, said property falls within the radius sweep of the site under investigation.
- f. **Rezoning** shall refer to an application received requesting a parcel or parcel(s) be switched from its current zone to a different zone as identified in *Land Use Bylaw 2020/12/D*.
- g. **Subdivision** shall refer to an application received requesting changes to the number of, and/or layout of, property lots within a given identified area.

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### Application Types and Corresponding Notification Requirements

6. Area Structure Plan Applications – all property owners of parcels located within a sixty (60) metre radius from the boundary of the proposed Area Structure Plan, and including all property owners within the affected area of the Plan. Where a portion of a Plan is to be amended, all property owners within a sixty (60) metre radius of the amended portion shall be notified instead.
7. Development Permit Variances (as required by Land Use Bylaw 2020/12/D) – all property owners within sixty (60) metre radius of the parcel(s) subject to the application.
8. Direct Control and Discretionary Use Development Permit Applications – all property owners within a sixty (60) metre radius of the parcel(s) subject to the application.
9. Rezoning Applications – all property owners within a sixty (60) metre radius of the parcel(s) subject to the application.
10. Subdivision Applications – all property owners within a sixty (60) metre radius of the parcel(s) subject to the application.

### Requirements of the Content of Notices

11. Each advertising notice shall include:

- a. An address and map outlining the parcel(s) subject to the application
- b. A description of what the application is seeking
- c. A date and location for the Public Hearing and/or Open House (if applicable)
- d. Administration's file number/identification code for the application or proposal
- e. An address where the proposal and relating documents may be inspected
- f. In the case of a bylaw or resolution, an outline of the procedure to follow regarding filing a petition in respect of it
- g. A deadline date for Administration to receive comments from the public, and the means by which comments may be provided

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12. Each decision notice shall include:

- a. An address and map outlining the parcel(s) subject to the decision
- b. A summary of the proposal approved
- c. Administration's file number/identification code for the application or proposal
- d. A deadline date and contact information for filing an appeal (if applicable)

**Handling of Comments Received by Administration**

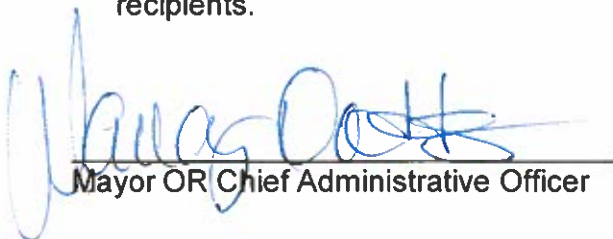
13. Administration shall keep comments received as anonymous unless explicit permission is given by the issuer and received by Administration indicating authorization to include identifying information alongside the comment.

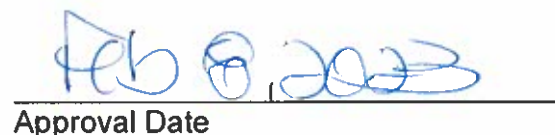
14. Responses received by Administration shall be:

- a. In the event of a Public Hearing, presented to Council during the Public Hearing and read into the minutes.
- b. In the event of an Open House, presented for consideration to those present and/or those of appropriate audience after the fact (e.g. councilmembers, applicant and/or their representatives, etc.).

15. All comments, concerns, and objections shall be taken into consideration by Council, the Development Authority and other involved organizations or bodies. "Taken into consideration" does not compel the mentioned organizations or bodies to side with the predominant viewpoint(s) expressed in these comments, but to recognize the comments in the process of making a decision.

16. As is practicable, Administration shall make a conscientious effort to address concerns and questions raised as a result of the responses received from notice recipients.

  
 Mayor OR Chief Administrative Officer

  
 Approval Date