



TOWN OF HIGH RIVER POLICY

Policy Number:	POL-22-103-00
Policy Name:	Public Notification Policy for Planning and Development Applications
Related Procedure Number:	PRO-22-103-00
Related Procedure Name:	Public Notification Procedures for Planning and Development Applications
Approval Date:	November 28, 2011
Revision Date:	
Policy Category:	Planning Services
Responsible Department:	Development Services

Policy Statement

The Town of High River values clear and consistent notification procedures by which the general public may be informed of, and comment on, planning applications. This policy will be implemented by the Planning and Development Services staff in relation to all applications and planning processes that require notification and/or public hearings.

Reason for Policy

The purpose of this policy is to:

- establish a consistent approach to notification of applications that apply to planning or development proposals.
- outline the procedures for notification related to planning or development proposals.
- provide details on the method of notification
- ensure that the general public has the opportunity to comment on applications
- ensure that the legal advertising requirements as outlined in the *Municipal Government Act*, Part 16, Section 606 are being met.

Applicability of Policy

This policy applies to all lands within the corporate boundaries of the Town of High River.

Roles & Responsibilities

Staff from Planning and Development Services are responsible for the following:

- Advising administration and council on the formulation of future public notification policies relative to planning applications.
- Advising an applicant at the time of submitting a planning application, or when an inquiry is received, for the need of notification to the general public, the form that the notification shall take and the process by which the notification shall occur.
- Reviewing and assessing the outcome of public notification and reporting these findings to council committees or boards, as needed, and to town council when an application must be referred to that body.

End of Policy

Approval

This policy shall come into force and effect upon adoption by Council at a Regular or Special Meeting.

November 28, 2011 Regular Meeting of Council
Resolution #519/2011

MAYOR/DEPUTY MAYOR

TOWN MANAGER/
DIRECTOR OF LEGISLATIVE & ADMINISTRATIVE SERVICES

DATE