

**Municipal Plan Amendment Process
City of Miramichi**

Amendments to the Municipal Plan

- Step 1:** Informal discussions with Planning Commission Staff to determine applicable by-laws and regulations affecting the proposed project, proposal;
- Step 2:** Receipt of completed application and supporting information by City Clerk or Planning Commission Staff;
- Step 3:** Application is reviewed by Planning Staff for completeness and when all supporting information is in order, the request is referred to City Council and Council establishes a date for a Public Presentation and requests the written “Views of the Planning Commission (Section 66 (1) of the Community Planning Act). Section 25 (1) of the Act requires that notice of the Public Presentation must be published in a newspaper circulated in the municipality at least ten and no more than fourteen days prior to the Public Presentation.
- Step 4:** Council hosts the Public Presentation at which time citizens will be informed of the details of the proposed project or proposal and be allowed to make presentations. Section 25.1.c) of the Planning Act states that objections to the proposed plan may be made to Council within thirty days of the public presentation.
- Step 5:** After the thirty days have expired, Council meets to consider the Public Presentation and the input by citizens. Council decides whether or not to proceed with the amendment.
- Step 6:** If Council decides to proceed, Council passes a motion to direct the preparation of a draft by-law amendment and establish a Public Hearing date and location for the consideration of objections to the proposed by-law. (Section 68 (1) of the Act requires that notice in a weekly paper be published not less than twenty-one and not more than thirty days before the day of the Hearing and the second notice not less than four days and not more than eleven.
- Step 7:** Council host the Public Hearing, to hear and consider written objections and if satisfied may proceed with the formal adoption process (three readings) and approval of the Municipal Plan Amendment By-law.
- Step 8:** Municipal Plan Amendment is sent to the Minister of Environment and Local Government.

NOTE: If Council approves the Municipal Plan Amendment, the Plan Amendment shall be processed in conjunction with a Zoning Amendment.