

Process Timeline

Rural Plan Amendment

3-5 Months

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

Application Preparation and Submission

Pre-application meeting

Complete application package and fee payment received by GMRSC

Application Review

GMRSC staff request authorization to proceed from Municipal Council

Technical review of Application by GMRSC and other agencies

GMRSC prepares Staff Report for PRAC

PRAC meeting;
PRACs views forwarded to Municipal Council

Rural Plan Amendment

Notice of Public Hearing

1st Reading of By-law

Public Hearing

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)

Roles, Responsibilities, and Procedures

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.**

The Applicant is responsible for:

- If necessary, scheduling a pre-application meeting/discussion with GMRSC to identify submission requirements
- If necessary, scheduling a Development Assistance Committee meeting with GMRSC staff and Municipal Officials to navigate application process and possible incentives
- If necessary, obtain the services of an engineer, architect, planning consultant or other professional
- Obtain 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 (including indicating the nature of the variance) 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

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 presentation and/or 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.

Municipal Council and Staff is responsible for:

- Passing a resolution to decide whether to proceed with the application, set a date for public hearing, ask PRAC for its recommendation regarding the application;
- Publishing notice(s) 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.

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.