

Town of Berwick Planning and Development Control Services

Municipal Planning Strategy Document Adoption/Amendments Process

1. Application received and reviewed for completeness
2. Proposal Reviewed by PAC for recommendation to Council whether to consider application
3. Direction by Council to PAC to consider application
4. Technical Report and review by PAC
5. Public Consultation Program as determined appropriate by PAC, including published notice of meetings
6. Preparation of report and recommendation by PAC for Council
7. First Reading of By-Law Amending the Municipal Planning Strategy and establishment of date for formal public hearing
8. Publication of Notice of Public Hearing – published twice with the first notice being at least 14 days before the hearing date
9. Formal Public Hearing by Council
10. Second Reading and vote by Council, majority vote required for adoption
11. 4 Certified Copies of documents together with Affidavit by CAO forwarded to the Provincial Director of Planning for review
12. Notice from Director whether documents subject to Ministerial approval
13. Documents not subject to approval, notice of coming into effect published, copy of notice forwarded to adjacent Municipality
14. Documents subject to review, notice of coming when approval received