



## PUBLIC NOTIFICATION POLICY

<b>Original Prepared By:</b>	<b>Approved: May 11, 2020</b> <b>Motion No.: RES-78-2020</b>
<b>Revision Prepared By:</b> <b>Planning &amp; Development Department</b> <b>Date: December 3, 2025</b>	<b>Approved: December 10, 2025</b> <b>Motion No.: RES-302-2025</b>

### 1.0 PURPOSE

To ensure consistency and to establish a public notification process that is in accordance with the recently amended requirements of the Urban and Rural Planning Act, 2000, associated Ministerial Regulations, and the Torbay Municipal Plan and Development Regulations, the following procedures shall apply to the public consultation requirements for:

- Municipal Plan and/or Development Regulation Amendments
- Variance Applications
- Discretionary Use Applications
- Change in Non-Conforming Use Applications

### 2.0 PROCEDURE

In accordance with the requirements of the Urban and Rural Planning Act, 2000, associated Ministerial Regulations under the Urban and Rural Planning Act, and the Torbay Municipal Plan and Development Regulations 2015-2025, the following procedures are to be adhered to in order to meet public notification and consultation requirements in the Town of Torbay:

	<b>Amendments</b>	<b>Discretionary Use &amp; Change in Non- Conforming Use</b>	<b>Variances</b>
Minimum 14-day Response Deadline	✓		
Minimum 10-day Response Deadline		✓	✓
Advertisement in Local Newspaper	✓		
Postal Mail Out	150m	150m	Direct Neighbours
Minimum 3 Physical Postings	✓	✓	✓
Posting on Town's Website	✓	✓	✓
Distributing via Town's Social Media Outlets	✓	✓	✓
Other URPA, 2000 Conditions as applicable (Public Hearing etc.)	✓		

### 3.0 POLICY REVIEW

This policy shall be reviewed annually or as may be necessary.