



Amendments to Traffic and Parking By-Law

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| Department: Transportation Services | Policy Number: T02-2017-17 |
| Section: Traffic and Parking | Effective Date: October 23, 2017 |
| Subject: Amendments to Traffic and Parking By-Law | |
| Authority: By-Law 2017-087 | Revised Date: |

Purpose:

A policy to outline how proposed amendments to the Traffic and Parking By-Law will be processed by staff including how public notice will be given and how comments will be received before the amendment is presented to Council for their consideration.

It is the policy of the Municipality of Brockton that:

- Proposals from members of the public for amendments to the municipality’s Traffic and Parking By-Law must be submitted **in writing (by way of written letter or email)** to the Brockton municipal office.
- Before these proposed amendments are presented to Council notice of the amendment shall be advertised:
 - All notices shall invite comments **in writing** (by way of written letter or email) from the public and will specify a deadline for comments to be submitted to the municipal office. All notices will also specify the date of the Council meeting when submissions will be presented to Council.
 - Notice of the proposed amendment shall be posted on the municipal website for at least two (2) weeks prior to the deadline for comments.
 - Notice of the proposed amendment shall be posted on municipal social media sites at least two (2) weeks prior to the deadline for comments.
 - Notice of the proposed amendment shall be posted in the Brockton Buzz (electronic or paper edition).
 - Notice of the proposed amendment shall be sent by letter mail to all property owners within 120 metres of the siting of the proposed amendment. A statement in this notice shall request that property owners provide the notice to all tenants of the property.
- The proposed amendment, all written public comments, together with any input from municipal staff, shall be presented to Council in a report for consideration during an open session of a Brockton Council meeting
- If Council is in favour of approving the amendment, an amendment to the Parking and Traffic By-Law will be considered at the next regular meeting of Council