



## Policy T02-2017-17

### Amendments to Traffic and Parking By-Law

**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