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**BRIEFING NOTE**  
**Municipality of the County of Richmond**  
**Planning Variance Notification Procedure**  
February 6, 2025

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**Purpose**

The purpose of this briefing note is to update Council on the recent amendments to the Land Use By-Laws for West Richmond, Central Richmond, Isle Madame, St. Peter's, and Richmond County, which extend the variance appeal period from 14 to 21 days.

**Background**

The amendments to the above-noted Land Use By-Laws were approved by Council on November 24, 2024. Municipal Affairs contacted our office to inform us that the amendments conflict with Section 236 of the Municipal Government Act (MGA) and advised seeking legal counsel, as this change may lead to challenges before the Utilities and Review Board. Legal has confirmed that the amendments do, in fact, conflict with Section 236 of the MGA.

**Recommendations**

It is recommended that the Land Use By-Laws for West Richmond, Central Richmond, Isle Madame, St. Peter's, and Richmond County be amended to reduce the variance appeal period from 21 days to 14 days.

**Action Required**

Amendments to the above-noted Land Use By-Laws require a First Reading, followed by a Public Hearing, and then Second Reading approval.

**Suggested motion:**

That the Committee of the Whole recommend to Council to direct EDPC staff to prepare the amending pages for the Land Use By-Laws for West Richmond, Central Richmond, Isle Madame, St. Peter's, and Richmond County, decreasing the variance appeal period from 21 days to 14 days.