



POLICY

Public Participation Program Policy

Policy Number: 610-006	Supersedes Policy Number:
Effective Date: YYYY-MM-DD	Approved by Council Motion Number: ##-##-##

1.0 Purpose

To establish a policy for public participation and notification for the adoption or amendment of Planning Documents as required by section 204 of the Municipal Government Act.

2.0 Scope

This Policy is applicable to Council, members of the Planning Advisory Committee and Staff of the Planning Department.

3.0 References

- 3.1 Municipal Government Act, sections 204 and 206
- 3.2 Municipal Government Act, draft section 204A (attached)

4.0 Definitions

- 4.1 **MGA** means the Municipal Government Act
- 4.2 **Planning Document(s)** mean a Municipal Planning Strategy, Land Use Bylaw, Subdivision Bylaw or Development Agreement and includes amendments to said documents.



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5.0 Policy

5.1 Amendments of Planning Documents or entering into or amending Development Agreements

Whenever it is intended to adopt or amend the Municipal Planning Strategy, Land Use By-law, or Subdivision By-law, or enter into or amend a Development Agreement, Council shall take the following steps to gain public input:

- Holding one or more public meetings. These meetings shall be open to all members of the public and shall provide an opportunity for the public to comment, make suggestions, discuss and receive information with respect to the Planning Documents or Development Agreement.
- The notice of any public meeting shall be published in a newspaper circulating in the Municipality as well as posting a notice on the Town website. This notice shall state the date, time and place of the meeting and the hours during which the planning documents may be inspected by the public. Public hearing notices shall comply with the requirements laid out in section 206 of the MGA.
- Notifying, by mail, the owners of neighbouring properties within 100 metres of both the public information meeting or public hearing regarding a proposed Land Use Bylaw amendment, development agreement or amendment to a development agreement to a specific property.

5.2 Notice of Site Plan Approval

Whenever a site plan approval is granted by the Municipality a notice shall be placed on the property indicating the type of development approved for the site. This notice will also be placed on the Town website. Neighbouring properties within 30 metres will receive notice by regular mail and this notice area may be increased to 100 metres under certain circumstances, as determined by the Development Officer.

5.3 Comprehensive Review of Planning Documents

In the case of a comprehensive review of the Planning Documents, Council shall provide for and encourage public input by developing and implementing a public engagement plan to inform and receive comments from the public. The contents of the engagement plan are



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at the discretion of Council but may involve committees, meetings, open houses, surveys, questionnaires, and publications.

5.2 Notice to Abutting Municipalities

As required by section 204A of the MGA, in the case where the adoption or amendment of a Municipal Planning Strategy is proposed, Council shall seek input from the County of Kings through the following:

- Notify the Clerk of the County of Kings of the proposed adoption or amendment to the Municipal Planning Strategy. The notice shall provide a timeline for a response to be received in order to be considered by Council.
- If applicable, ensure that engagement deals with topics associated with the Statements of Provincial Interest.
- Ensure that this engagement is completed prior to the first notice for a public hearing.

CAO or Town Clerk

Date

**Regulations Respecting an Engagement Program
made by the Minister of Municipal Affairs under Section 204A
of Chapter 18 of the Acts of 1998,
the *Municipal Government Act***

Citation

1 These regulations may be cited as the *Engagement Program Regulations*.

Mandatory content of an engagement program

- 2** An engagement program adopted by a council under subsection 204A(1) of the Act shall:
- (a) contain a requirement that council solicit comments from abutting municipalities concerning the proposed adoption or amendment of a municipal planning strategy;
 - (b) ensure engagement deals with topics associated with the Statements of Provincial Interest;
 - (c) provide a means by which council considers any comments received from abutting municipalities in response to a solicitation under clause (a); and
 - (d) provide that engagement with abutting municipalities be complete before the first notice for a public hearing at which the adoption or amendment of a municipal planning strategy will be considered.

Permissive content of an engagement program

3 An engagement program adopted by council under subsection 204A(1) of the Act may provide that engagement with an abutting municipality be limited to the geographical area or areas or topics that are likely to be impacted by the adoption or amendment of the municipal planning strategy in question.