

# Municipality of the District of Lunenburg

## POLICY

<b>Title</b> Policy respecting Public Participation Program and Public Engagement on Planning Matters	
<b>Policy No.</b> MDL-66	<b>Legislative Authority</b> <b>Municipal Government Act</b> , Sections 203-207 and 214 <b>Minimum Planning Requirements Regulations</b> , Sections 3-4
<b>Effective Date</b> July 14, 2020	<b>Amended Dates</b> N/A

WHEREAS the public engagement is a critical part of the Municipality’s planning process;

AND WHEREAS the Municipality is responsible for seeking the public opinions about the proposed planning documents, such as the Municipal Planning Strategy, Land Use By-law, Subdivision By-law, and their amendments;

AND WHEREAS the **Municipal Government Act** mandates the Municipality to identify opportunities and to establish ways and means of seeking the public opinions, as well as to complete the public participation program before placing the first notice for a public hearing;

AND WHEREAS the **Municipal Government Act** further mandates the Municipality to engage with abutting municipalities when the Council is adopting or amending the Municipal Planning Strategy;

AND WHEREAS the **Minimum Planning Requirements Regulations** mandate the Municipal Planning Strategy to provide for public consultation and notice during its plan review;

AND WHEREAS the **Minimum Planning Requirements Regulations** allow the Municipal Planning Strategy to provide a general direction on engaging with provincial and federal departments, First Nations communities, and non-abutting municipalities:

### Short title

1 This Policy may be cited as the **Public Engagement Policy**.

### Definitions

2 In this Policy,

(a) “Act” means the **Municipal Government Act**; and

- (b) “planning document” means the Municipal Planning Strategy, Land Use By-laws, Subdivision By-law, and their amendments, including rezoning.

### **Inclusive engagement and exceptions**

- 3** Municipality must facilitate the involvement of public to encourage public participation on a planning matter in a variety of formats as much as feasible, except when the public participation is
  - (a) excessively or intentionally delaying the process of approving a planning document after reasonable engagement; or
  - (b) placing a financial burden on the Municipality.

### **Access to information**

- 4**
  - (1)** Except for the information on planning matters stated under subsection 203(1) of the Act, all available information related to a proposed planning document must be accessible by the public.
  - (2)** If feasible, public may obtain a paper copy of the information in subsection (1) at a fee set in Policy MDL-58.

### **Online engagement**

- 5**
  - (1)** In addition to the public notice requirements under this Policy or the Act, the Municipality may post information in subsection 4(1) and a public notice related to a proposed planning document on the official website, online engagement website, or social media platform operated by the Municipality.
  - (2)** The online websites and platforms in subsection (1) are considered as conspicuous places under the Act.

### **Ad-hoc planning committees**

- 6** Council may establish, by policy, the following ad-hoc committees to discuss about a planning matter that applies to a specified topic or area of the Municipality:
  - (a) a special or advisory committee of Council under Section 24 of the Act;
  - (b) a citizen advisory committee under Section 26 of the Act;
  - (c) a community committee under Section 27 of the Act;
  - (d) an ad-hoc subcommittee of the Planning Advisory Committee under Policy MDL-90.

### **Public opinion poll**

- 7** Council may direct staff to seek public opinion on a planning matter before a proposed planning document is submitted to the Planning Advisory Committee, such as by conducting an opinion poll.

### **Public information session**

- 8**
- (1)** Council may hold, or direct staff or a committee of Council to hold, a public information session to discuss with the public about a planning matter.
  - (2)** When the Council directs staff to prepare a plan review by replacing an existing planning document, the Municipality must hold a public information session to discuss with the public about a plan adoption or review.
  - (3)** If a public information session is held under subsections (1) or (2), the Municipality must hold at least 1 session before the proposed planning document is submitted to the Planning Advisory Committee.

### **Public notice of plan reviews**

- 9**
- (1)** When the Council initiates a plan review process by resolution, public notice of the Council resolution must be posted on a newspaper circulating in the area, at least once a week for two successive weeks, in which the first notice must be posted at least 14 days before the first public information session.
  - (2)** Before the Municipality holds a public information session under subsection 8(2), the Municipality must provide a summary of proposed planning document available to the public.

### **Public notice of the Planning Advisory Committee**

- 10** If the Planning Advisory Committee holds a public meeting to consider a proposed planning document, notice of the meeting must be posted on a newspaper circulating in the Municipality at least 5 days before the meeting by stating the following:
- (a)** the date, time, and location of Planning Advisory Committee meeting;
  - (b)** a brief summary or the purpose of proposed planning document;
  - (c)** a method of obtaining information about the proposed planning document.

**Notification of rezoning by re-designation to affected landowners**

- 11** On or after the date that the Council reads a proposed planning document for a first time, and before the date that the Municipal Clerk gives notice of the public hearing, the Municipality must notify about the Council’s intention to rezone of a proposed site by changing a land use designation to the landowners of all properties within 30 metres of the proposed site.

**Public input at a Council or its committee meeting**

- 12** Municipality must reserve time on a meeting held by the Council, a committee of Council, or a municipal staff for a presentation, commentary, or question the public on a planning matter.

<b>Clerk’s Annotation for Official Policy Book</b>	
Date of notice to Council members	June 23, 2020
Date of passage of original Policy	July 14, 2020
Date of notice to Council members of intent to consider amendments	N/A
Date of passage of amendments	N/A
I certify that this <b>Policy MDL-66</b> was adopted by Council as indicated above.	
	July 15, 2020
_____ Municipal Clerk	_____ Date