

Planning Advisory Committee Meeting Agenda

Thursday, March 24, 2022 – 7:00 p.m.

In Person and Via Audio and Video Conference

1. **Call To Order**
 - 1.1 Mi'kma'ki Territorial Acknowledgement
2. **Review of Procedure for Public to Address the Committee - Chair** (below)
3. **Approval of Agenda** (any other items to be added)
4. **Approval of Minutes of Thursday, February 24, 2022**
5. **Business Arising from Minutes**
 - 5.1 Policy 066A Engagement Program Policy..... 1-22
 - 5.2 Short-Term Rental Policy Update..... verbal
6. **Planning Advisory Committee Matters**
7. **Heritage Advisory Committee Matters**
8. **Added Items**
9. **In Camera**
10. **Next Meeting Date: Thursday, April 28, 2022**
11. **Adjournment**

Procedure for Addressing the Committee

An opportunity will be provided to all citizens to address the Committee on each item under Committee Matters shown on this Agenda or added to the Agenda by the Committee. Individuals who wish to address the Committee are asked to note the following:

- On each Committee Matter on the Committee's Agenda, the Chair will seek public comment upon the completion of staff's presentation.
- Each person shall state their name.
- All statements and questions shall be directed to the Chairperson.
- Presentations shall be limited to 10 minutes. Persons wishing to address the Committee a second time will be given opportunity to do so once all others in attendance have had the opportunity to address the Committee. Persons addressing the Committee for a second time shall limit their presentations to 5 minutes.
- Since at this time we are not having in person public attendance, any citizen wishing to address the Committee may use the chat function on Facebook Live which is monitored by staff.

Anyone wishing to address the Committee on a matter not included on this Agenda can have the matter added to the next meeting's Agenda by contacting Jeff Merrill, Director of Planning and Development Services, at 902-521-0925 or by email at planning@modl.ca



Municipality of the District of Lunenburg

Request for Decision

REPORT TO: Planning Advisory Committee
SUBMITTED BY: Byung Jun Kang, Planner
DATE: February 24, 2022
RE: Policy 066A: Engagement Program Policy

RECOMMENDATION

That the Planning Advisory Committee recommend Municipal Council to adopt Policy 066A, the Engagement Program Policy, as stated in Appendix B of the staff report on February 24, 2022.

BACKGROUND

The **Municipal Government Act** was amended in 2018 to add Section 204A, the Engagement Program, with abutting municipalities when the Council is adopting or amending a municipal planning strategy. In response, all five municipalities in Lunenburg County appointed a staff representative to draft an intermunicipal policy to engage with each other. In the meetings held on November 29, 2021, and January 13, 2022, the representatives agreed on the following:

1. neighbouring municipalities will be notified about a proposed planning documents when the general public is notified before the first public meeting, instead of 2 weeks before a public hearing;
2. for a district municipality, only those communities near a municipal border need to notify the abutting municipality, whereas for a town municipality, only those properties within 500 metres from a town boundary need to notify;
3. if a proposal is about a 10-year plan review or one of the statements of provincial interest, all five municipalities in Lunenburg County need to be notified;
4. public notices are sent to both the clerk and the planning director;
5. planning documents include a municipal planning strategy, secondary planning strategy, land use by-law, subdivision by-law, and development agreement;
6. if a comment is received, it will be considered before conducting first reading of Council.

DISCUSSION

Based on the intermunicipal discussion and consideration of other housekeeping amendments, staff proposed to amend the existing Public Engagement Policy as summarized in Table 1. Some of the major policy changes include the following:

Clause 2(b) mandates a proposed application to adopt or amend a development agreement to be notified to abutting municipalities. This was part of the intermunicipal agreement.

Subsection 4(2) exempts the public to pay a fee to obtain a paper copy of planning documents as this was decided during a 3-year Fees Policy review on February 8, 2022.

Subsection 5(1) mandates an online engagement for a proposed planning application.

Section 6 is being repealed as there are duplicate provisions in the **Municipal Government Act**.

Subsection 8(2) mandates all proposed amendments to the Municipal Planning Strategy and the Subdivision By-law to be engaged through a public information session. Other planning applications like a land use by-law amendment are at a discretion of Council to be engaged.

Section 9 clarifies a process to issue a public notice of public information session. This reduces a notification period from 14 days to 5 days, because the 14-day notice was realistically a 28-day notice due to the local newspaper and Council meeting schedule. This section also mandates engaging with abutting municipalities and other government stakeholders.

Sections 9 and 10 removes a mandatory posting of newspaper advertisements for a public information sessions and a Planning Advisory Committee meetings. Public hearings still must be advertised on a local newspaper, and staff may still choose to advertise on newspaper at any stage of planning process. Direct mails are also served to residents near a proposed site.

Section 10 clarifies a process to issue a public notice of the Planning Advisory Committee to be consistent with the **Municipal Government Act**.

Section 11 is being repealed as the relevant policy is moved to subsection 9(5).

Section 13 lists the communities that are subject to the engagement with abutting municipalities depending on their location.

Section 14 mandates the engagement with all five municipalities in Lunenburg County if a planning application is regarding one of the statements of provincial interest or a plan review.

Section 15 mandates all comments from the abutting municipalities and stakeholders to be considered by the time of a Planning Advisory Committee meeting, while comments from the nearby residents may be considered up to a public hearing.

Table 1

Consequential amendments to the Public Engagement Policy

Existing (Policy 066)	Proposed (Policy 066A)
<p>Preamble 4</p> <p>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;</p>	<p>Preamble 4</p> <p>AND WHEREAS the Municipal Government Act and the Engagement Programs Content Regulations further mandates the Municipality to engage with abutting municipalities when the Council is adopting or amending the Municipal Planning Strategy;</p>
<p>1. Short title</p> <p>This Policy may be cited as the Public Engagement Policy.</p>	<p>1. Title</p> <p>This Policy is titled the Public Engagement Policy.</p>
<p>2. Definitions</p> <p>In this Policy,</p> <p>(a) <i>identical</i></p> <p>(b) “planning document” means the Municipal Planning Strategy, Land Use By-laws, Subdivision By-law, and their amendments, including rezoning.</p>	<p>2. Definitions</p> <p>In this Policy,</p> <p>(a) <i>identical</i></p> <p>(b) “planning document” means the Municipal Planning Strategy, Land Use By-laws, Subdivision By-law, development agreements and their amendments, including rezoning.</p>
<p>4. Access to information</p> <p>(1) <i>identical</i></p> <p>(2) If feasible, public may obtain a paper copy of the information in subsection (1) at a fee set in Policy MDL-58.</p>	<p>4. Access to information</p> <p>(1) <i>identical</i></p> <p>(2) <i>repealed.</i></p>

<p>5. Online engagement</p> <p>(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.</p>	<p>5. Online engagement</p> <p>(1) In addition to the public notice requirements under this Policy or the Act, the Municipality must 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.</p>
<p>6. Ad-hoc planning committees</p> <p>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:</p> <p>(a) a special or advisory committee of Council under Section 24 of the Act;</p> <p>(b) a citizen advisory committee under Section 26 of the Act;</p> <p>(c) a community committee under Section 27 of the Act;</p> <p>(d) an ad-hoc subcommittee of the Planning Advisory Committee under Policy MDL-90.</p>	<p>6. Ad-hoc planning committees</p> <p><i>Repealed.</i></p>
<p>8. Public information session</p> <p>(1) <i>identical</i></p> <p>(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.</p> <p>(3) <i>identical</i></p>	<p>8. Public information session</p> <p>(1) <i>identical</i></p> <p>(2) The Municipality must hold a public information session to discuss with the public about a proposed planning document if the planning document is the Municipal Planning Strategy or the Subdivision By-law.</p> <p>(3) <i>identical</i></p>

9. Public notice of plan reviews

(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.

9. Public notice of public information session

(1) The notice of a public information session must be posted in a conspicuous place in the Municipality, which must

(a) state the date, time, and place set for the public information session and a subsequent meeting of the Planning Advisory Committee;

(b) identify the area affected by the proposed planning documents; and

(c) give a synopsis of the proposed planning document.

(2) The notice and its supplementary document in subsection (1) must be posted at least 5 days before the first public information session is held.

(3) Upon the publication of a notice in subsection (1), the Municipality must solicit comments from an abutting municipality by sending a copy of the notice to the clerk and the director in charge of planning of the abutting municipality.

(4) Upon the publication of a notice in subsection (1), the Municipality must solicit comments from stakeholders, such as police, fire, emergency health service, provincial departments of environment and public works, and water utility.

(5) Upon the publication of a notice in subsection (1), the Municipality must solicit comments from neighbours by sending a copy of the notice to the affected landowners within 30 metres from the boundary of a proposed site.

<p>10. Public notice of the Planning Advisory Committee</p> <p>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:</p> <ul style="list-style-type: none"> (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. 	<p>10. Public notice of the Planning Advisory Committee</p> <p>(1) The notice of a Planning Advisory Committee meeting must be posted in a conspicuous place in the Municipality, which must</p> <ul style="list-style-type: none"> (a) state the place where, and the hours during which, the proposed documents may be inspected by the public; (b) state the date, time, and place set for the meeting; (c) identify the area affected by the proposed planning documents; and (d) give a synopsis of the proposed planning document. <p>(2) The notice and its supplementary document in subsection (1) must be posted at least 5 days before the Planning Advisory Committee meeting.</p>
<p>11. Notification of rezoning by re-designation to affected landowners</p> <p>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.</p>	<p>11. Notification of rezoning by re-designation to affected landowners</p> <p><i>repealed.</i></p>
<p>12. Public input at a Council or its committee meeting</p> <p>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.</p>	<p>12. Public input at a Council or its committee meeting</p> <p>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 from the public on a planning matter.</p>

(New provisions)

13. Limiting engagement program to areas impacted

Subject to Section 14, an abutting municipality means, for the General Service Areas of

- (a) Cookville, Pine Grove, Oakhill, Dayspring, Conquerall Bank, Hebbville, Wileville, Auburndale, and Lower Branch, the Municipality of the Town of Bridgewater;
- (b) Lilydale, Deans Corner, First Peninsula, Garden Lots, Masons Beach, First South, and Centre, the Municipality of the Town of Lunenburg;
- (c) Blockhouse, Clearland, Oakland, Maders Cove, and Fauxburg, the Municipality of the Town of Mahone Bay;
- (d) East Ironbound Island, Little Tancook Island, Big Tancook Island, Indian Point, Martins River, Clearland, Walden, Newburne, Maplewood, Parkdale, and Franey Corner, the Municipality of the District of Chester;
- (e) Pleasant River Lake, Colpton, New Elm, Molega Lake, Chelsea, Upper Chelsea, Waterloo, Lapland, Middlewood, East Port Medway, Voglers Cove, and Cherry Hill, the Municipality of the Region of Queens;
- (f) Pleasant River Lake and Cherryfield, the Municipality of the County of Annapolis;
- (g) Cherryfield, North River, Stanburne, Parkdale, and Franey Corner, the Municipality of the County of Kings; and
- (h) those not included in clauses (a) to (g), not applicable.

	<p>14. Engagement with non-adjacent municipalities</p> <p>An abutting municipality means all the other municipalities in Lunenburg County if a proposed planning document relates to</p> <ul style="list-style-type: none"> (a) a topic associated with the statements of provincial interest; or (b) a plan review required under Section 3 of the Minimum Planning Requirements Regulations. <p>15. Consideration of comments</p> <p>(1) Subject to subsection (2), the Municipality must consider all comments received under subsections 9(3) and 9(4) at a Planning Advisory Committee meeting.</p> <p>(2) If a comment is received after the Planning Advisory Committee meeting in subsection (1), then the Municipality may consider the comment at a first reading of Council.</p> <p>(3) the Municipality must consider all comments received under subsection 9(5) at a public hearing or a public meeting before the public hearing.</p>
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IMPLICATIONS

The Towns agreed to include all town properties (Lunenburg, Mahone Bay) or those properties within 500 metres from the town boundary (Bridgewater) as the notification areas to MODL. The District of Chester agreed to include the following communities to the notification areas: Blandford, Martins River, Martins Point, Gold River, Beech Hill, Forties, and Franey Corner.

Intermunicipal correspondences were also sent to the Counties of Kings, Annapolis, and Queens Regional Municipality. Annapolis replied that our policy is satisfactory for its need.

Bridgewater, Mahone Bay, and Chester will amend their Municipal Planning Strategy to implement the intermunicipal agreement on the Engagement Program similar to the one proposed in this report. Town of Lunenburg will amend its Public Participation Program policy.

Any of the abutting municipalities' council may decide to modify the intermunicipal agreement. While staff from all municipalities agreed to propose the agreed policy as the final recommendation, under subsection 204A(2) of the **Municipal Government Act**, the content of an engagement program is at the discretion of the individual council.

WORK PLAN

All Council members may be notified on March 8, 2022, before the Municipal Council decides to amend the policy on March 22, 2022.

Concurrently, clause 214(1)(d) of the **Municipal Government Act** mandates the Municipal Planning Strategy to be amended to implement this policy. This will be done as part of the MODL2040 project, and presented to Municipal Council at the end of 2022.

ALTERNATIVES

The Committee or Council may direct staff to revisit the proposed amendment.

The Committee or Council may approve the proposed policy with conditions or revision.

The Committee may recommend against the amendment or the Council may defeat a motion to amend the policy. However, this amendment is mandated to be in place by Section 204A of the **Municipal Government Act**.

APPENDICES

Appendix A: Proposed Consolidated Policy 066 (2022), the Public Engagement Policy

Appendix B: Proposed Policy 066A, the Engagement Program Policy

Map 1: MODL Engagement Notification Areas

Department: Planning & Development Services

Report prepared by: Byung Jun Kang, Planner

Date: 2022-02-07

Report approved by: Jeff Merrill, Director

Date: 2022-02-10

Reviewed by CAO: Tom McEwan, Chief Administrative Officer

Date: 2022-03-03

Municipality of the District of Lunenburg

Council Policy

Title: Engagement Program Policy	
Policy No. 066 (consolidated to include Policy 066A)	Legislative authority: Municipal Government Act, Sections 203-207 and 214 Minimum Planning Requirements Regulations, Sections 3-4 Engagement Programs Content Regulations
Effective date: July 14, 2020	Amended date: March 22, 2022

Preamble

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 **Municipal Government Act and the Engagement Programs Content Regulations** further mandates the Municipality to engage with abutting municipalities when the Council is adopting or amending the Municipal Planning Strategy; <amended 2022-03-22>

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**.

Title

1 This Policy is titled the **Public Engagement Policy**. <amended 2022-03-22>

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.

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, **development agreements** and their amendments, including rezoning. <amended 2022-03-22>

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.

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) <repealed 2022-03-22>

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.

Online engagement

- 5 (1) In addition to the public notice requirements under this Policy or the Act, the Municipality **must** 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. <amended 2022-03-22>
- (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.

Ad-hoc planning committees

6 <repealed 2022-03-22>

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 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) The Municipality must hold a public information session to discuss with the public about a proposed planning document if the planning document is the Municipal Planning Strategy or the Subdivision By-law. <replaced 2022-03-22>
- (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 public information session

- 9 (1) The notice of a public information session must be posted in a conspicuous place in the Municipality, which must
- (a) state the date, time, and place set for the public information session and a subsequent meeting of the Planning Advisory Committee;
 - (b) identify the area affected by the proposed planning documents; and
 - (c) give a synopsis of the proposed planning document.
- (2) The notice and its supplementary document in subsection (1) must be posted at least 5 days before the first public information session is held.
- (3) Upon the publication of a notice in subsection (1), the Municipality must solicit comments from an abutting municipality by sending a copy of the notice to the clerk and the director in charge of planning of the abutting municipality.
- (4) Upon the publication of a notice in subsection (1), the Municipality must solicit comments from stakeholders, such as police, fire, emergency health service, provincial departments of environment and public works, and water utility.
- (5) Upon the publication of a notice in subsection (1), the Municipality must solicit comments from neighbours by sending a copy of the notice to the affected landowners within 30 metres from the boundary of a proposed site.

[replaced 2022-03-22]

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.

Public notice of the Planning Advisory Committee

- 10 (1)** The notice of a Planning Advisory Committee meeting must be posted in a conspicuous place in the Municipality, which must
- (a) state the place where, and the hours during which, the proposed documents may be inspected by the public;
 - (b) state the date, time, and place set for the meeting;
 - (c) identify the area affected by the proposed planning documents; and
 - (d) give a synopsis of the proposed planning document.
- (2)** The notice and its supplementary document in subsection (1) must be posted at least 5 days before the Planning Advisory Committee meeting.

[replaced 2022-03-22]

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.

Notification of rezoning by re-designation to affected landowners

- 11** <replaced 2022-03-22>

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.

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 from the public on a planning matter. <amended 2022-03-22>

Limiting engagement program to areas impacted

- 13 Subject to Section 14, an abutting municipality means, for the General Service Areas of
- (a) Cookville, Pine Grove, Oakhill, Dayspring, Conquerall Bank, Hebbville, Wileville, Auburndale, and Lower Branch, the Municipality of the Town of Bridgewater;
 - (b) Lilydale, Deans Corner, First Peninsula, Garden Lots, Masons Beach, First South, and Centre, the Municipality of the Town of Lunenburg;
 - (c) Blockhouse, Clearland, Oakland, Maders Cove, and Fauxburg, the Municipality of the Town of Mahone Bay;
 - (d) East Ironbound Island, Little Tancook Island, Big Tancook Island, Indian Point, Martins River, Clearland, Walden, Newburne, Maplewood, Parkdale, and Franey Corner, the Municipality of the District of Chester;
 - (e) Pleasant River Lake, Colpton, New Elm, Molega Lake, Chelsea, Upper Chelsea, Waterloo, Lapland, Middlewood, East Port Medway, Voglers Cove, and Cherry Hill, the Municipality of the Region of Queens;
 - (f) Pleasant River Lake and Cherryfield, the Municipality of the County of Annapolis;
 - (g) Cherryfield, North River, Stanburne, Parkdale, and Franey Corner, the Municipality of the County of Kings; and
 - (h) those not included in clauses (a) to (g), not applicable.
- [added 2022-03-22]

Engagement with non-adjacent municipalities

- 14 An abutting municipality means all the other municipalities in Lunenburg County if a proposed planning document relates to
- (a) a topic associated with the statements of provincial interest; or
 - (b) a plan review required under Section 3 of the **Minimum Planning Requirements Regulations**.
- [added 2022-03-22]

Municipality of the District of Lunenburg

Council Policy

Title: Engagement Program Policy	
Policy No. 066A	Legislative authority: Municipal Government Act, Section 204A Engagement Programs Content Regulations
Effective date: March 22, 2022	Amended date: N/A

Preamble

Whereas it is the intention of the Municipality of the District of Lunenburg, by this Policy, to engage with abutting municipalities when the Municipality is adopting or amending the Municipal Planning Strategy before a public hearing process begins;

And whereas all five municipal units in Lunenburg County came together to draft this Policy to enhance communications among the municipalities;

Be it enacted by the Council of the Municipality of the District of Lunenburg, under the authority of Section 204A of the **Municipal Government Act**, as follows:

Preamble amended

- 1 Preamble of Policy 066 is amended by striking out “further mandates” and substituting “and the **Engagement Programs Content Regulations** further mandate” immediately before “the Municipality to engage with abutting municipalities”.

Title confirmed

- 2 Section 1 of Policy 066 is amended by striking out “may be cited as” and substituting “is titled”.

Definition amended

- 3 Clause 2(a) of Policy 066 is amended by adding “development agreements” immediately after “Subdivision By-law,”.

Printing fee exempted

- 4 Subsection 4(2) of Policy 066 is repealed.

Online engagement mandated

- 5 Subsection 5(1) of Policy 066 is amended by striking out “may” and substituting “must”.

Duplicate provisions removed

- 6 Section 6 of Policy 066 is repealed.

Plan review clarified

7 Subsection 8(2) of Policy 066 is repealed and substituted with the following subsection:

- (2)** The Municipality must hold a public information session to discuss with the public about a proposed planning document if the planning document is the Municipal Planning Strategy or the Subdivision By-law.

Public notice clarified

8 Section 9 of Policy 066 is repealed and substituted with the following Section:

Public notice of public information session

- 9 (1)** The notice of a public information session must be posted in a conspicuous place in the Municipality, which must
 - (a)** state the date, time, and place set for the public information session and a subsequent meeting of the Planning Advisory Committee;
 - (b)** identify the area affected by the proposed planning documents; and
 - (c)** give a synopsis of the proposed planning document.
- (2)** The notice and its supplementary document in subsection (1) must be posted at least 5 days before the first public information session is held.

Engagement program and stakeholder consultation mandated

9 Section 9 of Policy 066 is further amended by adding immediately after subsection 9(2) the following subsections:

- (3)** Upon the publication of a notice in subsection (1), the Municipality must solicit comments from an abutting municipality by sending a copy of the notice to the clerk and the director in charge of planning of the abutting municipality.
- (4)** Upon the publication of a notice in subsection (1), the Municipality must solicit comments from stakeholders, such as police, fire, emergency health service, provincial departments of environment and public works, and water utility.
- (5)** Upon the publication of a notice in subsection (1), the Municipality must solicit comments from neighbours by sending a copy of the notice to the affected landowners within 30 metres from the boundary of a proposed site.

Public notice further clarified

10 Section 10 of Policy 066 is repealed and substituted with the following Section:

Public notice of the Planning Advisory Committee

- 10 (1)** The notice of a Planning Advisory Committee meeting must be posted in a conspicuous place in the Municipality, which must
- (a) state the place where, and the hours during which, the proposed documents may be inspected by the public;
 - (b) state the date, time, and place set for the meeting;
 - (c) identify the area affected by the proposed planning documents; and
 - (d) give a synopsis of the proposed planning document.
- (2)** The notice and its supplementary document in subsection (1) must be posted at least 5 days before the Planning Advisory Committee meeting.

Notification distance clarified

11 Section 11 of Policy 066 is repealed.

Grammatical error corrected

12 Section 12 of Policy 066 is amended by adding “from” immediate after “question”.

Engagement program implemented

13 Policy 066 is amended by adding immediately after Section 12 the following Sections:

Limiting engagement program to areas impacted

- 13** Subject to Section 14, an abutting municipality means, for the General Service Areas of
- (a) Cookville, Pine Grove, Oakhill, Dayspring, Conquerall Bank, Hebbville, Wileville, Auburndale, and Lower Branch, the Municipality of the Town of Bridgewater;
 - (b) Lilydale, Deans Corner, First Peninsula, Garden Lots, Masons Beach, First South, and Centre, the Municipality of the Town of Lunenburg;
 - (c) Blockhouse, Clearland, Oakland, Maders Cove, and Fauxburg, the Municipality of the Town of Mahone Bay;
 - (d) East Ironbound Island, Little Tancook Island, Big Tancook Island, Indian Point, Martins River, Clearland, Walden, Newburne, Maplewood, Parkdale, and Franey Corner, the Municipality of the District of Chester;

- (e) Pleasant River Lake, Colpton, New Elm, Molega Lake, Chelsea, Upper Chelsea, Waterloo, Lapland, Middlewood, East Port Medway, Voglers Cove, and Cherry Hill, the Municipality of the Region of Queens;
- (f) Pleasant River Lake and Cherryfield, the Municipality of the County of Annapolis;
- (g) Cherryfield, North River, Stanburne, Parkdale, and Franey Corner, the Municipality of the County of Kings; and
- (h) those not included in clauses (a) to (g), not applicable.

Engagement with non-adjacent municipalities

- 14** An abutting municipality means all the other municipalities in Lunenburg County if a proposed planning document relates to
- (a) a topic associated with the statements of provincial interest; or
 - (b) a plan review required under Section 3 of the **Minimum Planning Requirements Regulations**.














Consideration of comments

- 15**
- (1)** Subject to subsection (2), the Municipality must consider all comments received under subsections 9(3) and 9(4) at a Planning Advisory Committee meeting.
 - (2)** If a comment is received after the Planning Advisory Committee meeting in subsection (1), then the Municipality may consider the comment at a first reading of Council.
 - (3)** the Municipality must consider all comments received under subsection 9(5) at a public hearing or a public meeting before the public hearing.

Annotation for official by-law book

Date of Notice to Council	March 8, 2022
Date of Passage of Current Policy	March 22, 2022
I certify that Policy 066A was adopted by Municipal Council as indicated above.	
<hr/>	<hr/>
Municipal Clerk	Date

**Engagement
Notification Areas
(Part of MODL Policy 066)**

-  Municipal Boundary
-  Provincial Road
-  Municipal Road
-  Private Road
-  Community Boundaries
-  Duplicate Community
-  KingsNotificationArea
-  AnnapolisNotificationArea
-  QueensNotificationArea
-  ChesterNotificationArea
-  MahoneBayNotificationArea
-  LunenburgNotificationArea
-  BridgewaterNotificationArea

0 0.75 1.5 3 4.5 6 Kilometres

**MUNICIPALITY OF THE
DISTRICT OF LUNENBURG**

Sources: Digital Base Map Data from the Nova Scotia Geomatics Centre, Amherst, NS

Disclaimer: Information compiled from numerous sources and may not be complete or accurate. Graphical representation only.

Date: January 2022

File: g:\MnPlan\Engagement

Prepared By: Planning & Development Services
Municipality of the District of Lunenburg

