

# Municipality of the District of Lunenburg

## Council Policy

<b>Title:</b> <b>Public Engagement Policy</b>	
<b>Policy No.</b> 066	<b>Legislative authority:</b> <b>Municipal Government Act, Sections 203-207 and 214</b> <b>Minimum Planning Requirements Regulations, Sections 3-4</b> <b>Engagement Programs Content Regulations</b>
<b>Effective date:</b> July 14, 2020	<b>Amended date:</b> April 26, 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** 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 2022-04-26>

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:

## Title

- 1 This Policy is titled the **Public Engagement Policy**. [\[amended 2022-04-26\]](#)

## 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. [\[amended 2022-04-26\]](#)

## 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) [\[repealed 2022-04-26\]](#)

## 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. [\[amended 2022-04-26\]](#)
- (2) The online websites and platforms in subsection (1) are considered as conspicuous places under the Act.

## Ad-hoc planning committees

- 6 [\[repealed 2022-04-26\]](#)

### **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) 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 2022-04-26>
- (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 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 2022-04-26]

### **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 2022-04-26]

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

**11**     [replaced 2022-04-26]

### **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 2022-04-26]

### **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 2022-04-26]

### 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 2022-04-26]

### 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.

[added 2022-04-26]

### Annotation for official by-law book

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	April 12, 2022
Date of passage of amendments	April 26, 2022
I certify that <b>MODL Policy 066 Public Engagement</b> was adopted by Municipal Council as indicated above.	
 Municipal Clerk	 Date