

**#65: TOWN OF LUNENBURG PROCEDURAL POLICY
PLANNING PUBLIC PARTICIPATION PROGRAM POLICY**

1.0 Purpose

The purpose of this policy is to establish a planning public participation program for planning documents for the Town of Lunenburg, in accordance with Section 204, 204A, and Section 206 of the Municipal Government Act (MGA) which requires that Council provide for public input into the review of planning documents by holding one or more public meetings prior to Council giving notice of its intention to adopt or amend a planning document. The purpose of this policy is to also provide an avenue to solicit comments from the Municipality of the District of Lunenburg (MODL) on the proposed adoption or amendment of planning documents in accordance with the provincial Engagement Programs Content Regulations and Section 204A and Section 206 of the Municipal Government Act.

2.0 Scope

The Planning Public Participation Program Policy applies to the adoption, revision and amendment of all planning documents for the Town of Lunenburg.

3.0 Planning Documents

Planning documents for the purpose of this Policy means a municipal planning strategy, land use by-law, development agreement or subdivision by-law.

4.0 Process

- 4.1** Before holding any public hearing under the authority of Section 206 of the MGA, the Town shall schedule and hold one or more Public Information Meeting(s) when considering any proposed adoption, revision or amendment of a planning document.
- 4.2** The Public Information Meeting(s) shall be held by the Town's Planning Advisory Committee (PAC).
- 4.3** A Public Information Meeting noticed shall be published in a local newspaper circulating in the Town of Lunenburg, on the Town website and by posting a notice at the Town office a minimum of four (4) clear days prior to the Public Information Meeting. The notice shall state the date, time and place of the meeting and the hours which relevant documents pertaining to the proposal may be inspected by the public.

- 4.4** At the time of given public notice of the Public Information Meeting pursuant to Part 4.3 above, the Town shall forward a copy of the public notice to MODL's Municipal Clerk and MODL's Director of Planning. An electronic version sent by email shall be deemed sufficient for said notice.
- 4.5** At the time of given public notice of the Public Information Meeting pursuant to Part 4.3 above, the Town shall cause notice by regular mail to all assessed property owners whose property lies within 30 metres (98 ft.) of a property which is subject of a proposed adoption, revision and/or amendment of planning documents.
- 4.6** The purpose of the Public Information Meeting(s) and the engagement with MODL, is to provide an opportunity for the public and MODL to comment, make suggestions, discuss and receive information with respect to the proposal.
- 4.7** Any member of the public may express their views, comments or suggestions verbally or in writing, and all interested persons will be given the opportunity to have their views and comments heard.
- 4.8** When considering the adoption, revision and/or amendment of planning documents, the engagement with MODL and the engagement with the public through the Public Information Meeting shall consider any impacts the proposed adoption, revision or amendment may have on the statements of provincial interest.
- 4.9** Comments received by MODL's Municipal Clerk or representative as well as the public comments received through the Public Information Meeting shall be consider by Council prior to any resolution approving first reading of the proposed planning documents.
- 4.10** Upon Council approving first reading to proceed to a Public Hearing to consider the adoption, revision and/or amendment of planning documents, a second notice shall be sent to MODL's Municipal Clerk and MODL's Director of Planning in-keeping with Section 206 of the Municipal Government Act.

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members of Intent to Consider
(7 days minimum): March 22, 2022

Date of Passage of Current Policy: April 12, 2022

I certify that this Policy was adopted by Council as indicated above.


Municipal Clerk


Date