

**Amendment Process: Municipal Planning Strategy
Town of Lunenburg
March, 2006**

1. Application is made in the form of a letter to the planner stating what you would like to do. The letter must be accompanied by the application fee, which is non-refundable, and a deposit towards the cost of advertising, each made payable to the Town of Lunenburg. Fees are outlined at the bottom of the Planning and Development web page:
<https://townoflunenburg.ca/planning-and-development.html>
2. Council decides to refer or not refer the request to the planner for a report. Council can also refer the request to PAC for clarification and expansion
3. If referred by Council, the Planner prepares a report and circulates to Council. All information and reports regarding this application are public and are made available to the public once the information has been circulated to Council.
4. Council considers planning report and determines policy direction.
6. Should Council wish to proceed with an amendment, Council directs PAC to hold a public information meeting based on the policy direction given by Council.
7. Public information meeting advertised once in the local paper and the applicant is notified.
8. Public Information meeting held by PAC; public information meeting recommendation given to Council by PAC.
9. Council determines by motion whether it wishes to proceed with an amendment. If it does not wish to proceed, the application ends here as there is no appeal from the decision of Council regarding a Municipal Planning Strategy amendment. If Council wishes to proceed, it indicates that it "intends to amend" the Municipal Planning Strategy in a specific fashion and sets a date for a public hearing before Council.
10. The public hearing is advertised twice in the local paper. The first ad must be at least 14 days before the public hearing. The applicant is notified of the date of the public hearing.
11. If the amendment which Council is considering changes the Zoning Map of the Land Use By-law, all owners within 100' of the area to be changed are notified of the proposed change and the public hearing date.
12. Council holds the public hearing. At the public hearing, Council hears anyone who wishes to speak regarding the proposed amendment, and receives any written submissions the public may wish to make at this point. Council may make a decision regarding the amendment immediately following the hearing or may postpone decision until a later date.
13. If Council approves an amendment, the amendment must be forwarded to the Minister of Service Nova Scotia and Municipal Relations. The Minister has 30 days to indicate that the amendment is not contrary to Provincial policy or law. If it is contrary to Provincial policy or law, the Minister has a further 60 days to complete the review and amend, approve or deny the amendment.

If the proposed amendment is satisfactory from the provincial perspective, the Town is notified and an advertisement is placed in the paper. The amendment takes effect the day of the advertisement and any required permits can be considered or issued at that time.