Town of Yarmouth

PUBLIC PARTICIPATION PROGRAM POLICY

Effective: June 9th, 2022

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1.0 Purpose

To establish an open and transparent policy for public participation and notification related to planning documents as required by section 204 of the *Municipal Government Act*.

2.0 Scope

This policy is applicable to Council, members of the Planning Advisory Committee, staff of the Planning Department, and the Clerk.

3.0 References

Municipal Government Act, s. 204, 204a, 205, and 206.

4.0 Definitions

a. **"Planning document(s)"** means a Municipal Planning Strategy, Land Use By-law, Subdivision By-law, Development Agreement, and amendments thereto.

b. **"Staff"** refers to staff of the Planning Department, or Clerk, at the Town of Yarmouth.

c. **"Town"** refers to the Town of Yarmouth.

5.0 Policy

5.1 Meaningful Engagement

It is the intent of the Town to provide meaningful opportunities for the public to engage directly with staff, Planning Advisory Committee, and Council on planning documents through a variety of engagement methods and notification procedures as outlined in Appendix A.

5.2 Online Notices

The Town shall ~~will~~ use its website and social media platforms as a tool for notices of all planning matters.

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5.3 Engagement Reporting

Staff shall ~~will~~ include in Reports to Planning Advisory Committee and Council, summaries of engagement methods, who was engaged, and feedback received, as appropriate, for all planning documents.

5.4 Public Participation Meetings

a. Planning Advisory Committee shall ~~will~~ provide opportunities for public participation on planning documents at all its meetings prior to making a recommendation to Council.

b. A summary of the public participation meeting shall ~~will~~ be provided to all members of Council prior to first reading.

5.5 Public Hearings

a. As per sections 206 and 230 of the *Municipal Government Act*, the Town ~~staff~~ shall ~~will~~ give notice of the public hearing online on the Town's official website, or in a newspaper circulating in the community once a week for two successive weeks.

b. The first notice of the public hearing shall be published at least fourteen days before the date of the public hearing.

c. The notice of the public hearing shall state:

   i. where planning documents may be inspected by the public
   ii. the date, time, and location of the public hearing
   iii. describe the area affected by the planning documents (e.g. map, address, etc.)
   iv. summarize the planning document (i.e. respect to an amendment to a Municipal Planning Strategy or Land Use By-law, or the approval or amendment of a Development Agreement

5.6 Notification to Property Owners

Property owners within 30 m of the subject property shall be notified of applications to amend the Land Use By-law (site-specific rezonings) or applications to enter into or amend a Development Agreement of the public hearing by regular mail, prior to the public hearing.

5.7 Comprehensive Review of Municipal Planning Strategy and Land Use By-law

Council shall provide for and encourage extensive public input during reviews of the Municipal Planning Strategy and Land Use By-law by developing and implementing a public engagement plan. The contents of the engagement plan are at the discretion of Council, but may involve committees, meetings, open houses, and surveys.

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5.8 Engagement with Abutting Municipalities

When adopting ~~or amending the~~ a new Municipal Planning Strategy (MPS), or considering amendments to the MPS that may impact neighbouring First Nations and municipal units, Council shall seek input from the Municipality of the District of Yarmouth and ~~Acadia First Nation~~ Wasoqopa'q First Nation prior to the first notice of a public hearing.

5.9 Notice of Site Plan and Variance Approval

a. As per s. 236 of the *Municipal Government Act*, the Development Officer shall give notice in writing of site plan or variance approval within seven days of granting the approval to every assessed property within 30 m of the applicant's property.

b. The notice shall

   i. describe the site plan or variance approved
   ii. identify the property where the site plan or variance is approved
   iii. set out the right to appeal the decision of the Development Officer

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Clerk's Annotation for Official Policy Book	
Date of Adoption: June 9th, 2022 (repealed and replaced previous policy) Date of Approval of Amended Policy: I certify that this "Public Participation Program Policy" was adopted by Council as indicated above.	
Town Clerk:	Date:

Appendix A: Public Participation Program Policy Engagement Matrix

This matrix serves as a checklist for the types of public engagement that will occur for new or amended planning documents as outlined in policy 5.1.

	Municipal Planning Strategy	Land Use Bylaw	Subdivision Bylaw	Development Agreement	Site Plan / Variance
Town Website ~~(Get Involved site)~~	Yes	Yes	Yes	Yes	Yes
Social Media ~~(Facebook, Twitter, Instagram)~~	Yes	Yes	Yes	Yes	No
Public Participation Meeting at Planning Advisory Committee	Yes	Yes	Yes	Yes	No
~~Newspaper n~~Notice of Public Hearing	Yes	Yes	Yes	Yes	No
Notification to Property Owners	No	Yes, within 30 m of subject property	No	Yes, within 30 m of subject property	Yes, within 30 m of subject property
Public Hearing	Yes	Yes	Yes	Yes	No

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