
TITLE: Public Participation and Notification Policy
SECTION: Planning and Development
POLICY NO: 66000-03

APPROVAL DATE: April 28, 2025

CAO Signature: 

PURPOSE:

To establish a policy for public participation and notification for the adoption of the Municipal Planning Strategy (MPS), Subdivision By-law, Land Use By-law (LUB), Development Agreements, Variances, Site Plans, and amendments thereto.

AUTHORITY:

This policy carries out MGA section 204 that requires Council to adopt a public participation policy concerning the preparation and administration of planning documents. This policy also provides for public notification where required under MGA sections: 204A(1) (Engagement with abutting) 205 (Requirements for adoption of planning documents), 206 (Public hearings), 210 (LUB amendments), 221 (Notifications and costs), 230 (Adoption or amendment of development agreement), 232 (Site-plan approval), 236 (Variance procedures), and 237 (Variance appeals and costs).

The Director of Planning and Economic Development, or designate, is responsible for administration of this policy.

POLICY:

Engagement With the Municipality of the County of Cumberland

Notification shall be provided to the Municipality of the County of Cumberland when considering the adoption, or amendment of planning documents where lands within 200 metres of the municipal boundary are affected. Notification shall adhere to the Public Participation and Notification Procedure.

Public Participation Session

1. A public participation session will take place at prior to a meeting of the Planning Advisory Committee, and prior to making a recommendation to Council. Notification of the session shall adhere to the Public Participation and Notification Procedure.
2. A summary of the public participation session will be provided to Council prior to First Reading.

Public Hearing

1. A public hearing will take place prior to Council giving second reading of the planning document, Development Agreement, or amendment thereto.
2. Notification of the public hearing shall adhere to the Municipal Government Act, and the Public Participation and Notification Procedure.

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Documentation and Coordination

Documentation and coordination shall adhere to the Public Participation and Notification Procedure.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of Planning and Economic Development and the Clerk	Ensure public participation sessions and public hearings are scheduled as required and that the Public Participation and Notification Procedure is adhered to for notification of public participation sessions and public hearings.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
<ol style="list-style-type: none"> 1. Change Policy title 2. Change who is responsible for administration of this policy from Deputy CAO to Director of Planning & Economic Development 3. Add a section to address engagement with MCC 4. Minor housekeeping changes for clarity 	<p>Director of Planning & Economic Development, Fisher</p>	<p>Council</p>	<p>April 28, 2025</p>

Minutes reference date: May 25, 2015 April 28, 2025