



Public Participation Policy Municipality of the District of Shelburne

Purpose

To ensure transparent and meaningful public input is obtained during the preparation and amendment of planning documents and development agreements, in accordance with the Municipal Government Act (MGA).

Scope

Applies to all amendments and adoptions related to the following:

- Municipal Planning Strategy (MPS)
- Land Use By-law (LUB)
- Subdivision By-law
- Development Agreements (DAs)
- Any other planning document involving land use planning

This section outlines the standard public participation process required by Council for policy and development matters.

Policy

1.1 Applicability and Program Variability

The Public Participation Program may include different procedures or levels of engagement depending on the type of planning document involved. Council retains discretion to vary the process based on the complexity or scale of the amendment or adoption under consideration, provided that statutory requirements under the MGA are met.

2.1 Engagement with Abutting Municipalities

When consulting with abutting municipalities, the Municipality shall follow Policy 7.4.4 of the Municipal Planning Strategy. This includes notification requirements for:

- a) The creation or review of a Municipal Planning Strategy.
- b) The creation or review of a Land Use Bylaw.
- c) The creation or review of a Subdivision Bylaw.
- d) The preparation of amendments to a Municipal Planning Strategy, Land Use Bylaw, or draft a Development Agreement, where:
 - i. the property is located within 500 metres of the Municipality Boundary,
 - ii. the proposal is expected to have a direct impact on Town infrastructure

2.2 Engagement with Town of Shelburne

In addition to 2.1, the Municipality shall notify the Town of Shelburne Council of any DRAFT development agreements for property located in the Special Planning Area on western half of Hartz Point.

3.1 Notification of Public Hearings

Before holding a Public Hearing, the Municipal Clerk shall provide notice at least fourteen (14) days prior to the hearing date. This notice must be posted on the Municipality's website or published in a newspaper circulating within the Municipality once per week for two successive weeks. The notice shall include the hearing date, time, and location; a description of the affected area; a synopsis of the proposed document or amendment; and a statement on where and when the full document may be inspected.

4.1 Adjacent Landowner Notification

In addition to the public notice, all assessed property owners within 30 metres of the subject lands must be notified of the Public Information Meeting and the Public Hearing by mail. Notices must include meeting details, the nature of the proposed change, and contact information for inquiries.

5.1 Public Information Meetings (PIMs)

Public Information Meetings (PIMs) may be recommended for significant applications by planning staff, the Chief Administrative Officer (CAO), a Councillor, or the Warden. These meetings are to be organized and facilitated by planning staff to provide an opportunity for public engagement and feedback before formal Council consideration. For all rezoning and development agreement applications, at least one PIM is required unless Council specifically directs otherwise.

6.1 Document Accessibility and Cost Recovery

Copies of the proposed documents or excerpts shall be made available to any interested party upon request. The Municipality may charge a fee set by Council policy to recover printing or administrative costs associated with distributing such documents.

7.1 Plan Amendments – Public Participation

For amendments to the Municipal Planning Strategy that involve a change in policy or land use designation, a Public Participation Program (PPP) is required. The PPP shall provide at least one opportunity for public feedback prior to Council First Reading, in addition to the Public Hearing.

8.1 Repeal

The Public Participation Program Respecting Planning Documents adopted by the Council of the Municipality of the District of Shelburne on the 28th day of March 2011, is hereby repealed.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Public Participation Policy on the 10th day of December 2025.

SIGNED this 16th day of December, 20 25



Terry Smith

WARDEN



W. MacLeod

CHIEF ADMINISTRATIVE OFFICER

Approved by Council: December 10th, 2025

Effective Date: December 10th, 2025