



Public Participation in Planning Policy

Purpose

The purpose of this policy is to establish a public participation program for the planning documents of the Town of Mahone Bay as required in the Municipal Government Act, sections 204 and 204A.

Scope

This policy applies to the preparation, revision, and amendment of all planning documents for the Town of Mahone Bay.

Definitions

1. For the purposes of this policy, the following definitions shall apply:
 - a. Planning Document means the Municipal Planning Strategy, Land-Use Bylaw, development agreements, or Subdivision Bylaw

Terms

2. Any proposed new or amended planning document will be shared with the public at a regular or special meeting of Council.
3. When Council directs staff to draft, review or update a planning document, staff will arrange a Public Information Meeting about the proposal if the proposal concerns a change to the zoning of a property or properties under the Land-Use Bylaw, or a development agreement.
4. The purpose of the Public Information Meeting(s) is to provide the public an opportunity to provide initial comment, make suggestions, discuss, and receive information about the proposal.
5. The public can share their opinions, comments, or suggestions either verbally at the Public Information Meeting or in writing from the day the meeting is advertised until the is held.
6. At least five (5) business days before the Public Information Meeting, a notice will be published on the Town Website and social media. This notice will also be forwarded to the Clerk of the abutting municipality; this notice will also be forwarded to all property owners within 30m of the referenced property. When possible, the Public Information Meeting will be advertised in the Town newsletter and/or a newspaper circulated in the town, though failure to do so will not invalidate the Meeting.

7. Staff will organize and lead the Public Information Meeting, and the staff person preparing the planning document will attend. After the meeting, the staff person will provide a report to a regular or special meeting of Council summarizing the public feedback and providing recommendations based on the input received as required. Council will resolve to refer this report to the Planning Advisory Committee (PAC) for consideration; only on referral of such a report to PAC by motion of Council will a meeting of the Committee be scheduled.
8. For proposals where a Public Information Meeting is not required, a meeting of the PAC will be scheduled, and staff will provide a report on the proposal to the Committee for consideration.
9. If Council refers a proposal or report on a Public Information Meeting to the PAC for consideration recommendations will be provided to the Clerk by resolution of the Committee, for inclusion on the agenda of a regular or special meeting of Council.
10. On receipt of recommendations from the Planning Advisory Committee, Council may direct staff to further revise the planning document under consideration, repeating the process laid out herein with the presentation of this revised document to a regular or special meeting of Council, or give first reading to the document by resolution, triggering the scheduling of a Public Hearing in accordance with Municipal Government Act, section 205.

Repeal

11. On the effective date of this policy, the Town of Mahone Bay Public Participation in Planning Policy, dated February 28, 2019 is hereby repealed.

Clerk's Annotation for Official Policy Book	
Date of notice to Council Members of Intent to Consider (minimum 7 days notice) March 27, 2025	
Date of Passage of Policy April 8, 2025	
_____	_____
Town Clerk	Date