

PUBLIC PARTICIPATION PROGRAM POLICY



Application of Policy

1. Section 204 of the *Municipal Government Act* (MGA) requires Council to adopt a public participation program before undertaking the adoption or amendment of planning documents or development agreements.
2. The *Engagement Programs Content Regulations* made under Section 204A of the MGA require the public participation program to contain specific content.

Definitions

3. The terms used in this Policy have the same meaning as those found in the MGA.

Adoption of Planning documents; Development Agreements and Amendments to Development Agreements; Adoption of Revised Planning Documents; Amendments to Planning Documents and Amendments to the Land Use By-law

4. Council resolves to seek the views of the public and encourage public participation regarding adoption of planning documents, development agreements, amendments to development agreements, and adoption of revised documents or amendments to any Planning Documents or Land Use By-laws by, at a minimum:
 - a. i. holding one or more public meetings, usually held prior to a Planning and Heritage Advisory Committee meeting, prior to First Reading of any proposed adoption, development agreement or amendment;
 - ii. advertising any public participation or information meeting regarding any proposed development agreement or site-specific amendment by: (1) placing a notice in a newspaper circulating in the local area and (2) notifying by mail the owners of all lots within 500' of the site of both the public information meeting and any public hearing. Within a Land Use By-law Council may specify a greater distance for notification. Notices for public participation or information meetings shall be placed in the paper and sent to abutting property owners at least seven (7) days prior to any public participation or public information meeting. Notices for public hearings shall follow the MGA notification requirements.
 - b. In addition, during any comprehensive review or preparation for adoption of any planning document, Council resolves to seek the views of the public and encourage public participation by developing and implementing a public engagement plan to inform the public and receive comments from the public. The contents are at the discretion of Council but may involve committees, meetings, open houses, surveys, questionnaires, on-line tools and publications.
5. In Accordance with the requirements of the MGA, where:
 - a. adoption of or a revised Municipal Planning Strategy is considered; or
 - b. where adoption of or an amendment to the Municipal Planning Strategy affects policy regarding:
 - drinking water;
 - flood risk areas;

- agricultural land;
- infrastructure; or
- housing,

Council shall seek input from all abutting municipalities; and

- c. where an adoption of or an amendment to a Municipal Planning Strategy is specific to land that lies within 2 km of an adjacent municipality, Council shall seek input from the abutting municipality.

In each case, Council shall seek input by:

- notifying abutting municipalities of the proposal. The notice shall include the date by which a response must be received in order to be considered by Council;
- ensuring that there is sufficient opportunity for a response to be received so that it may be considered before First Reading of the proposal by Council.

6. In addition, in accordance with MGA 206 (5), when a notice of public hearing is published, the clerk shall send a copy of the notice to the clerk of every municipality that abuts an area affected by the proposal.

General

- 7.
- a. Councillors shall receive no new information regarding a planning matter once a public hearing is complete.
 - b. Any fees related to any action required by the Public Participation Program Policy will be established by policy of Council.

Repeal of Previous Policy

8. The previous policy on Public Participation Program, dated May 2000, is hereby repealed.

Clerk's Annotation For Official Policy Book	
Date of Notice to Council Members of Intent to Consider (7 days minimum): <u>May 8, 2023</u>	
Date of Passage of Current Policy:	<u>May 23, 2023</u>
I certify that this Policy was adopted by Council as indicated above.	
<u>Rob Simonds</u> Municipal Clerk	<u>May 25, 2023</u> Dated

*amended May 23, 2023
originally approved May 25, 2000*