

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM -1.3.2
Section Procedure and Organization of Council	Subject Public Participation Policy	

1.0 Purpose

To establish an open and transparent policy for public participation, procedural registration 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 Annapolis County Planning Area 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 County of Annapolis.
- C. **“County”** refers to the County of Annapolis.
- D. **“Public Hearing”** refers to any public meeting or public hearing had where the public has the chance to share their opinions and views on specific topics with Municipal Council or the Annapolis County Planning Advisory Committee.
- E. **“PAC”** Refers to the Annapolis County Planning Area Advisory Committee

5.0 Policy

5.1 Meaningful Engagement

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

5.2 Newspaper Notice of Public Hearing

The County of Annapolis shall advertise public hearings relating to planning documents as outline in Appendix A.

5.3 Online Notices

The County of Annapolis will use its website and social media platforms as a tool for notices of planning documents.

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5.4 Engagement Reporting

Staff will include in Reports to the PAC and Council, summaries of engagement methods, who was engaged, and feedback received, as appropriate, for all planning documents.

5.5 Public Participation Methods

- a. The PAC 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 will be provided to all members of Council prior to first reading.

5.6 Public Hearings

- a. As per s. 206 and 230 of the *Municipal Government Act*, staff shall give notice of the public hearing 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:
 - a. Where planning documents may be inspected by the public
 - b. The date, time, and location of the public hearing
 - c. Describe the area affected by the planning documents (e.g. maps, address, etc.)
 - d. Summarize the planning document (i.e. respect to an amendment to a Municipal Planning Strategy or Land Use By law, or the approval of amendment of a Development Agreement).

5.7 Procedural Registration Process for Public Hearings

When registering to speak at a public meeting an individual can only add their own name to the list and not the name of another person.

There are three opportunities to sign up as a speaker for an in-person or virtual public hearing.

- 1. Contact the Clerk’s Office by 4:30pm prior to the day of the hearing
 - a. Members of the public wishing to speak may send an email to cyoung@annapoliscounty.ca.
 - b. Members of the public may call 902-532-3136 Monday through Friday 8:30am-4:30pm to register

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- c. Send a fax to the County at 902-532-2096 and include a call back phone number or email.
2. Sign up in-person on the night of the hearing
 - a. On the night of the public hearing, a sign-up sheet will be made available at the meeting location, starting at least 30 minutes before the hearing. Anyone who would like to speak may add their name to the list in person.
 3. During the meeting, after speakers on the list have spoken.
 - a. After all the names on the list have been called, the Chair will call three times for any additional speakers. Anyone who is present in the meeting room can indicate their wish to speak at this time.


5.8 Procedural Process for Speaking at Public Hearings

- After registering to speak has closed, staff will begin the hearing by giving a presentation outlining the planning documents of the hearing, the process that has been undertaken to this point in the process, and the assessment against all relevant Municipal policies or by-laws.
- Staff will answer any questions members of Council or the PAC may have.
- Then the public hearing will open, individuals who have registered to speak will be called up to provide comments on the planning documents.
- Individuals called up to speak will be asked to state their name and community in which they reside.
- The speaker will have 5 minutes to state their opinions on the proposed change which is the subject of the public hearing.
- After all the names on the list have been called, the chair will call three times for any additional speakers.
- Once the last speaker has been heard, the applicant will be given an opportunity to briefly respond to comments made by the public at the hearing.
- Each member of Council or PAC will have the chance for final remarks.
- The public hearing will close.

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5.9 Notification to Property Owners

Property owners within 30m of the subject property shall be notified of applications to amend the Land Use Bylaw or applications to enter into or amend a Development Agreement of the public hearing.

Municipal Clerk’s Annotation for Official Policy Book I certify that this policy was approved by Municipal Council as indicated below: <i>Seven (7) Day Notice</i> July 12, 2022 <i>Council Approval</i> July 19, 2022	
 Municipal Clerk	<u>July 20, 2022</u> Date
At Annapolis Royal Nova Scotia	

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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 5.1

	Municipal Planning Strategy	Land Use By law	Subdivision By law	Development Agreement	Site Plan/Variance
County Website	Yes	Yes	Yes	Yes	Yes
Social Media	Yes	Yes	Yes	Yes	No
Public Participation Meeting at Planning Advisory Committee	Yes	Yes	Yes	Yes	No
Newspaper notice of hearing	Yes	Yes	Yes	Yes	No
Notification to Property Owners	No	Yes, within 30m of subject property	No	Yes, within 30m of subject property	Yes, within 30m of subject property
Public Hearing	Yes	Yes	Yes	Yes	No