



1. PURPOSE

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

2. DEFINITIONS

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

3. DEVELOPMENT AGREEMENTS and AMENDMENTS to DEVELOPMENT AGREEMENTS; ADOPTION OF REVISED PLANNING DOCUMENTS, AMENDMENTS to PLANNING DOCUMENTS and AMENDMENTS to the LAND-USE BY-LAW

- 3.1 Council resolves to seek the views of the public and encourage public participation regarding development agreements, amendments to development agreements, and adoption of revised documents or amendments to the West Hants, Hantsport and Windsor Planning Documents or Land Use By-laws by, at a minimum:
 - holding one or more public meetings, usually held prior to a Planning and Heritage Advisory Committee meeting, prior to First Reading of any proposed development agreement or amendment;
 - advertising any public participation or information meeting regarding any proposed development agreement or site-specific amendment through all methods outlined below: (1) placing a notice in a newspaper circulating in the local area; (2) posting a notice on the Municipal website and bulletin board at the Municipal office and notifying by mail the owners of all lots within 300' 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.
 - notwithstanding the above, should one of the required notifications methods be unavailable, a minimum of two (2) shall be used and additional efforts be made to notify the public as needed.

Notices for public participation or information meetings shall be placed in the newspaper, posted on the Municipal website and bulletin board, sent to abutting property owners and signage posted on the affected property at least seven (7)



days prior to any public participation or public information meeting. Notices for public hearings shall follow the MGA notification requirements.

3.2 In addition, during any comprehensive review 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, and publications.

3.3 In accordance with the requirements of the MGA, where:

- (a) a revised Municipal Planning Strategy is considered; or
- (b) where 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 amendment to the 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.

3.4 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.

4. GENERAL



4.1 Councillors shall receive no new information regarding a planning matter once a public hearing is complete.

4.2 Any fees related to any action required by the Public Participation Program Policy will be established by policy of Council.

5. REPEAL

5.1 The Public Participation Program Policy COPL-001.00, dated April 28, 2020, of West Hants Regional Municipality is hereby repealed.

6. RELATED LEGISLATION, POLICIES and PROCEDURES

6.1 Municipal Government Act

I, Deanna Snair, Municipal Clerk of West Hants Regional Municipality, Province of Nova Scotia, do hereby certify that this is a true copy of the policy as adopted by the Council of West Hants Regional Municipality at a meeting duly called and held on the 10th day of **December, 2024**.

Deanna Snair
Municipal Clerk

Adoption	
Notice to Council:	January 13, 2023
Approval:	January 24, 2023
Initial Approval of the Public Participation Policy RCOPL-006.00	
Adoption	
Notice to Council:	December 3 rd , 2024
Approval:	December 10 th , 2024
First Amendment to the Public Participation Policy RCOPL-006.00 to outline alternative methods of notification to enable the continuation of Public Information Meetings and Public Hearings.	

