



1.0 Purpose

The purpose of this policy is to establish a public participation program for the planning documents for the Town of Mahone Bay, in accordance with Section 204 of the Municipal Government Act of Nova Scotia which requires that Council provide for public input into the review of planning documents by holding one or more public meetings prior to Council giving notice of its intention to adopt a planning document.

2.0 Scope

The Public Participation in Planning Policy applies to the preparation, revision and amendment of all planning documents for the Town of Mahone Bay.

Planning documents means a municipal planning strategy, land-use by-law, development agreement or subdivision by-law.

3.0 Process

3.1 Any proposed preparation, revision or amendment of a planning document will first be aired to the public at a regular or special meeting of Council.

3.2 When the Town Council directs staff to consider the proposed preparation, revision or amendment of a planning document staff will schedule a Public Information Meeting with respect to the proposal.

3.3 No less than five (5) business days prior to the date of the Public Information Meeting a notice shall be published on the Town website, shared on the Town's Facebook page, and by posting a notice at the Town Office. The notice shall state the time, date and place of the meeting and the hours during which relevant documents pertaining to the proposal may be inspected by the public.

3.3.1 No less than five (5) business days prior to the date of the Public Information Meeting the notice of the Public Information Meeting shall be forwarded for information to the clerk of the abutting municipality.

3.4 The purpose of the Public Information Meeting(s) is to provide an opportunity for the public to comment, make suggestions, discuss and receive information with respect to the proposal.

3.5 Members of the public may express their views, comments or suggestions verbally or in writing, and all interested persons will be given the opportunity to have their views and comments heard.

3.6 The Public Information Meeting will be conducted by staff, and the staff responsible for the preparation of the planning document(s) shall attend the meeting and prepare a written report to be provided to the Planning Advisory Committee outlining the views expressed at the meeting and recommendations with respect to the public views so expressed.

3.7 A Public Hearing will be held in accordance with Section 205 and 206 of the Municipal Government Act.

Clerk's Annotation for Official Policy Book	
Date of notice to Council Members of Intent to Consider [minimum 7 days notice]	June 24, 2024
Date of Passage of Policy	July 9, 2024
_____	_____
Town Clerk	Date