



TOWN OF SHELBURNE

Public Participation Program Policy with respect to Planning Documents

1. Title and Purpose

This Policy shall be referred to as the “Public Participation Program Policy with respect to Planning Documents” or “Planning Public Engagement Policy”.

2. Intent

This policy applies to any and all preparations made to planning documents, including amendments to existing documents. The Public Participation Program Policy with respect to Planning Documents shall repeal and supersede any and all previous policies held by the Town of Shelburne regarding and/or governing the preparation of planning documents.

The intent of this policy is to meet the requirements for a Public Participation Program, pursuant to the *Municipal Government Act, Part 8, Section 204*, regarding the preparation of planning documents.

3. Scope

All revisions of planning documents by Council must be made in accordance with the *Municipal Government Act*. Planning documents include the Town's Municipal Planning Strategy, Land-Use By-Law and Subdivision By-Law.

Amendment of the Town's Land-Use and Subdivision By-Laws in accordance with the intent of the Town's Municipal Planning Strategy will require a public hearing only.

Whereas a Municipal Planning Strategy amendment, including all amendments of Land-Use and/or Subdivision By-Laws where Municipal Planning Strategy amendment is also required, requires both a public meeting/information session and a public hearing.

4. Municipal Planning Strategy Amendments

- 1) In preparation of amendments to the Town's Municipal Planning Strategy, Council shall provide for public input into their review by holding one or more public meetings/information sessions, which shall be held prior to Council giving notice of its

intention to adopt a planning document and the scheduling of the required public hearing.

- 2) Notice will be provided for public meetings/information sessions by publishing an advertisement on the Town's website. The notice shall state the time, date, and place of the meeting as well as the hours during which the relevant planning documents are available for review by the public and their link on the Town's website.

5. Land Use Bylaw only Amendments

- 1) For the amendment of planning documents consistent with the Town's Municipal Planning Strategy, staff will solicit written input from the public on the proposed amendments for a period of one week, to be advertised on the Town's website, which shall be prior to Council giving notice of the required public hearing. Staff will provide the written input or a summary of the written input to Council as part of the First Reading report for Council.

6. Public Meetings

- 1) The purpose of the public meetings/information sessions is to provide an opportunity for the public to comment, make suggestions, discuss, and receive information with respect to the preparation of planning documents or amendments thereof.
- 2) Public meetings/information sessions will be conducted by Town staff, and staff responsible for the preparation of planning documents will attend the public meeting and include in a written staff report to Council at First Reading a section outlining the views expressed at the public meeting with recommendations speaking directly to the views so expressed. Following this, Council may at their discretion initiate the by-law approval/amendment process including the scheduling of the required Public Hearing preceding Second Reading.

7. Procedure for Public Hearing

- 1) Persons wishing to speak at the public hearing must sign up before the public hearing is called to order to be added as a speaker at the public hearing.
- 2) Speakers wishing to use information technology, including presentations or remote video links, must make their request no less than 48 hours prior to the public hearing commencing.
- 3) Process Outline
 - a. Call to order by Chair, including outline of matter being considered
 - b. Confirm number of speakers by staff
 - c. The Chair invites the applicant for the proposed changes to speak first
 - d. The Chair then calls speakers from the sign up list to speak until all speakers have been given the chance to address Council
 - e. The Chair will close the public hearing, which may or may not be followed by second reading during a Council meeting, where Council can debate the issues raised at the public hearing.
- 4) Where five (5) or fewer speakers sign up to speak at the public hearing
 - a. There will be no time limit, unless the chair rules the speaker out of order
 - b. Staff and the applicant may take questions from speakers or Council
 - c. At the discretion of the Chair, the public hearing may be a less formal conversation

with speakers

- d. Notes of the public hearing outlining what was said will be kept by the Clerk or designate.
- 5) Where six (6) or more speakers sign up to speak at the public hearing
- a. Each speaker is limited to five (5) minutes, unless asked a question by a member of Council
 - b. Staff and the applicant will take questions from Council only
 - c. Where a person is called on to speak to Council, the speaker may decline to speak, but may not transfer their time to another person
 - d. The public hearing will be recorded if possible, alternatively notes will be taken by the Clerk or designate, to outline what was said.

8. Application

All required advertisements required under the Municipal Government Act related to Planning Documents will be placed on the Town's website.

This policy applies to the Municipal Strategy Plan, Land-Use By-Law and Subdivision By-Law.