



TOWN OF KENTVILLE POLICY STATEMENT G62 PUBLIC PARTICIPATION POLICY (PLANNING)

PURPOSE

The purpose of this policy is to establish a consistent, transparent, and inclusive framework for public participation in planning processes within the Town. It reflects the Town's commitment to meaningful community engagement in decisions that shape the physical, social, and economic development of our community.

This policy aims to:

- Promote early and ongoing dialogue between the Town and its residents, property owners, and various stakeholders;
- Ensure that public input is considered in planning decisions in accordance with applicable legislation and best practices;
- Foster trust and accountability by providing clear opportunities for the public to participate in matters such as land use planning, policy development, and development applications;
- Support informed decision-making by encouraging diverse perspectives and local knowledge.

DEFINITIONS

"Planning Documents" means any municipal planning instrument prepared, adopted, or amended by the Town pursuant to applicable legislation, including but not limited to the Municipal Planning Strategy, Land Use Bylaw, Subdivision Bylaw, secondary plans, development agreements, and any amendments thereto.

SCOPE

This policy applies to all statutory and non-statutory planning matters within the jurisdiction of the Town, including but not limited to:

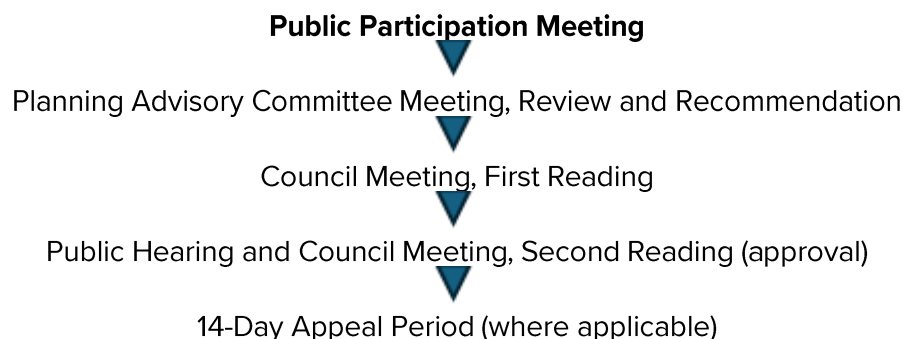
- Municipal Planning Strategy, Land Use Bylaw, and Subdivision Bylaw reviews and amendments;
- Secondary planning processes, such as community plans or neighbourhood studies;
- Development agreements.

The policy is intended to guide Council, planning staff, committees, consultants, and applicants in designing and implementing public engagement activities. It is also intended to inform members of the public about how and when they can participate in planning decisions that affect their community.

This policy complements legislative requirements under the Municipal Government Act and other applicable regulations, and may be adapted to suit the scale, complexity, and potential impact of each planning initiative.

PROCEDURES

For any new Municipal Planning Strategy and concurrent Land Use Bylaw approvals, or amendment thereto; or any new Subdivision Bylaw, or amendment thereto; or new development agreement, or amendment thereto; a Public Participation Meeting shall be held as part of the review and approval process:



The purpose of the Public Participation Meeting shall be to provide an opportunity for the public to comment on, make suggestions to, discuss and receive information with respect to the proposed adoption or amendment to a planning document.

Information respecting the Planning Documents shall be made available to the general public on the Town website. This information may include staff reports, drafts of the proposed amendment (s) and the submissions made by the applicant.

Town of Kentville, Policy G62: Public Participation Policy

The date, time, and location for the Public Participation Meeting and a description of the proposed amendments to the Planning Documents shall be advertised appropriately at least fourteen (14) days prior to the meeting on the Town website and may include additional communications through newspaper, radio, social media, general mailout, and/or newsletter.

The Public Participation Meeting shall be open to all members of the public and may include a staff presentation, open house or workshop style gathering. Residents shall be given the opportunity to ask staff questions and to make a presentation of no more than 5 minutes. Written correspondence received before the scheduled Public Participation Meeting will also be included in the initial report to the Planning Advisory Committee.

ADDITIONAL DOCUMENTS

POLICY REVISION HISTORY

Date Created:	May 28, 2012
Revision:	October 2024. Consulting with adjacent municipalities. June, 2025 re: advertising requirements, purpose, scope, definition, deletion of section for adjacent municipalities