



## PUBLIC PARTICIPATION PROGRAM POLICY

**Effective Date:**  
1995-05-08

**Amendments Approved by Council:**  
2007-02-05; 2015-03-02; 2018-11-19;  
2023-05-15; 2024-12-16

### *Rationale*

The following policy ensures an avenue for public input into amendments to the Municipal Planning Strategy and/or Land Use Bylaw.

### *Policy Statement*

1. The Council of the Town of Middleton prescribes that for Municipal Planning Strategy amendment applications and for any related Land Use Bylaw amendments, a Public Participation Program shall follow the following procedure once referred to the Planning Advisory Committee:
  - a. The Planning Services Coordinator notifies the Planner and Chair of the Planning Advisory Committee.
  - b. The Planning Services Coordinator, Planner & Chair set the meeting date.
  - c. The Planning Services Coordinator places a public advertisement (1) **on the Town’s website** which specifies the date, time and place of the meeting, the matter to be discussed, the specific property (if any) affected and notes that information is available from the Town Office during regular business hours, on the Town website or at the meeting. The Planning Services Coordinator notifies all landowners within a 200-foot radius of affected area by personal service or regular mail. Notice has content of the advertisement.
  - d. Planning Advisory Committee meets. Prior to any discussion among Committee members, any citizens in attendance are afforded an opportunity to ask questions and obtain further information about the application.
  
2. Council may, in any matter, choose to extend the public information process more widely, require more advertisements or more information in the advertisement or otherwise vary the public information process so long as the minimum set out above is met. Council would normally do so in matters of major importance, including significant amendments or revision to the Planning Strategy.
  
3. In the case of a land use bylaw amendment or development agreement not requiring Ministerial approval, Council allows the CAO to refer the application to the Planning Advisory Committee for recommendation.



#### 4. Notice to Abutting Municipalities

As required by section 204a of the MGA, in the case where adoption or amendment to the Municipal Planning Strategy is proposed, Council shall seek input from the Municipality of the County of Annapolis through the following:

- Notify the Clerk and Planning Department of the Municipality of the County of Annapolis of the proposed adoption or amendment to the Municipal Planning Strategy. The notice shall provide a timeline for a response to be received, in order to be considered by Council. An electronic version sent by email shall be deemed sufficient for said notice.
- Ensure that this engagement is completed prior to the first notice for a public hearing.

#### **Certification**

I, **Sara Marceau, Town Clerk of the Town of Middleton**, do hereby certify that the Policy, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council of the Town of Middleton held on the 16<sup>th</sup> of December 2024.

//original signed by Sara Marceau,  
Town Clerk, on 16 December 2024//

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Sara  
Marceau  
Town Clerk

<b>Policy Adoption</b>	
Date of 7-day notification to Council	December 2, 2024
Date of Approval	December 16, 2024