

Public Information Meeting Policy

Planning Advisory Committee

June 20, 2023

Planning & Development Department



EAST HANTS

Background

- Following a public information meeting (PIM) in March 2023 which generated significant public interest, Council directed staff to prepare a Public Information Meeting Policy.
- The policy is intended to provide greater clarity for councillors, public members of PAC, staff, applicants and the public regarding the role of each and expected behaviour at PIMs.

Discussion

- Roles
- Planning Advisory Committee (PAC) Members
 1. *Members of PAC are not required to attend PIMs. Should they attend, the primary role of members of PAC at a PIM is to observe the proceedings.*
 2. *Members of PAC may only ask or answer questions for the purposes of clarification.*
 3. *Members of PAC may not indicate any bias concerning a proposal at a PIM.*
- Municipal Staff
 1. *The role of Municipal staff is to facilitate the PIM and present information to the public.*
 2. *Whenever possible, three (3) Municipal staff members will attend a PIM. The three (3) roles of staff members at the PIM are:*
 1. *Chair;*
 2. *Presenter; and*
 3. *Note Taker.*

Discussion

- Roles
- Applicant
 1. *Applicants will be permitted to present their proposed development at the PIM and answer any questions directed to them from the chair.*
 2. *Applicants may only present information at a PIM that has been previously made available to Municipal Council. Application details that are presented must be in keeping with the proposal presented to PAC. Any presentation made by applicants must be submitted to the Planning & Development Department at least one (1) week prior to the PIM. Members of the Public*
 3. *Members of the public may ask questions directed to the chair. The chair will direct questions to Municipal Staff or the Applicant as deemed appropriate.*

Discussion

PIM Administration

- Formalize the current practice of holding PIMs for the corridor area (Enfield-Shubenacadie) at the Lloyd E. Matheson Centre
- Other PIMs held in a venue closer to the application site.
- The policy also enables live-streaming and recording meetings whenever possible.
- Council may authorize a PIM to be held virtually.
- Conduct:

All attendees of a PIM must communicate civilly and respectfully with all attendees of the PIM. Failure to communicate or behave appropriately may result in an attendee being asked to leave the PIM.

Alternatives

There are two (2) Alternatives to the Policy as proposed:

Not Proceed with the PIM Policy

Committee may choose to recommend that the policy not be adopted.

Amend Draft Policy

Committee may choose to recommend amendments to the draft policy.

Conclusion

A PIM Policy has been drafted that would:

- Define the roles for Council, public members of PAC, staff, applicants and members of the public.
- Direct PIMs to appropriate venues
- Enable live-streaming and recording of PIM's

Recommendation

That PAC recommend that Council approve the Public Information Meeting Policy.

Draft Motions

Regular Meeting of Council (Policy & In-Camera) - June 20, 2023

The Planning Advisory Committee recommends to Council that Council give notice of intent to approve the ‘Public Information Meeting Policy’ as attached to the Executive Committee agenda dated June 20, 2023.

Regular Meeting of Council - June 28, 2023

The Planning Advisory Committee recommends to Council that Council approve the ‘Public Information Meeting Policy’ as attached to the Executive Committee agenda dated June 20, 2023.