

## PURPOSE

The purpose of the Public Information Meeting Policy is to:

1. Outline the role of Councillors and public members of the Planning Advisory Committee (PAC);
2. Define the role of Staff of the Municipality of East Hants (the ‘Municipality’); and
3. Describe the requirements for Applicants at Public Information Meetings.

## SCOPE

All Public Information Meetings (PIMs) held and their attendees are subject to the contents of this Policy.

## DEFINITIONS

Term	Definition
Applicant	The property owner or agent of any proposal to rezone, redesignate or enter into a development agreement required to change or expand the use of a property within the Municipality.

## POLICY

### POLICY STATEMENT

It is the policy of the Municipality of East Hants to hold PIMs in accordance with the ‘Municipal Planning Strategy Bylaw P-400’. PIMs will be held in order to ensure optimum consultation, participation, and education for the Public in regards to any development application.

#### 1. Role of Planning Advisory Committee (PAC) Members

- 1.1. 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.
- 1.2. Members of PAC may only ask or answer questions for the purposes of clarification.
- 1.3. Members of PAC may not indicate any bias concerning a proposal at a PIM.

#### 2. Role of Municipal Staff



- 2.1. The role of Municipal staff is to facilitate the PIM and present information to the public.
- 2.2. Whenever possible, three (3) Municipal staff members will attend a PIM. The three (3) roles of staff members at the PIM are:
  - 2.2.1. Chair;
  - 2.2.2. Presenter; and
  - 2.2.3. Note Taker.

**3. Role of Applicants**

- 3.1. Applicants will be permitted to present their proposed development at the PIM and answer any questions directed to them from the chair.
- 3.2. 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.

**4. Role of the Public**

- 4.1. 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.

**5. PIM Administration**

- 5.1. Any PIMs for projects occurring within the Corridor Region will be held at the Lloyd E. Matheson Centre.
- 5.2. PIMs held outside of the Corridor Region will be held in the local community of the subject application.
- 5.3. Whenever possible, meetings will be live-streamed and recorded. Recordings will be stored in accordance with the 'Council Procedural Policy'.
- 5.4. Council may authorize Staff to host a virtual PIM.
- 5.5. 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.

## ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Policy Editor	<p>The Policy Editor is a person having managerial and policy-making responsibility related to the writing, compilation and revision of content and will:</p> <ul style="list-style-type: none"> <li>• Ensure policies in their care and control are always up-to-date and reviewed annually, or sooner if necessary</li> <li>• Draft new or edit existing policy content</li> <li>• Be able to interpret and explain policy content</li> <li>• Ensure policy documents are branded and any supporting documents, i.e. applications forms are also branded and content consistent with the policy</li> <li>• Ensure policy content is relevant and accurate</li> <li>• Seek and secure approval recommendation of the policy from the Policy Owner</li> <li>• Seek and secure approval of the policy from the appropriate Approver; and,</li> <li>• Provide the final approved policy document to the Assistant Municipal Clerk</li> </ul>
Policy Owner	<p>The Policy Owner will:</p> <ul style="list-style-type: none"> <li>• Provide oversight to ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary by the assigned Policy Editor</li> <li>• Be able to interpret and explain policy content</li> <li>• Provide oversight to ensure policy documents are branded and any supporting documents, ie. Application forms are also branded and content consistent with the policy</li> <li>• Provide oversight to ensure policy content is relevant and accurate</li> <li>• Review the policy and make recommendation for approval to the appropriate Approver; and,</li> <li>• Ensure that the final approved policy document has been provided to the Assistant Municipal Clerk</li> </ul>
Approver	<p>The Approver will:</p> <ul style="list-style-type: none"> <li>• Review Policy recommendations for approval consideration (approve, reject or edit); and,</li> <li>• Notify the Policy Editor, Policy Owner and Assistant Municipal Clerk of decision</li> </ul>
Assistant Municipal Clerk	<p>The Assistant Municipal Clerk will:</p> <ul style="list-style-type: none"> <li>• Facilitate an annual Policy Review; and,</li> <li>• Ensure final approved policies are maintained, stored and posted where appropriate</li> </ul>
Employees	<p>The Employees will:</p> <ul style="list-style-type: none"> <li>• Abide by the contents of this Policy; and</li> <li>• Chair, Present and take notes at PIMs.</li> </ul>
Members of PAC	<p>Members of PAC will:</p> <ul style="list-style-type: none"> <li>• Observe PIMs; and</li> <li>• Refrain from expressing opinions on applications at PIMs.</li> </ul>
Applicants	<p>Applicants will:</p> <ul style="list-style-type: none"> <li>• Have an opportunity to present their proposed development to the public;</li> <li>• Submit any presentation materials to the Planning &amp; Development Department at least one (1) week prior to a PIM.</li> </ul>



Title/Role	Responsibilities
Public	Members of the Public will: <ul style="list-style-type: none"> <li>• Remain respectful in all communications at PIMs;</li> <li>• Direct questions to the chair.</li> </ul>

## RELATED DOCUMENTATION

Related forms, processes, procedures and other documents that support the policy.

Document Name	Document ID	Document Type
Municipal Planning Strategy	P-400	Bylaw
Council Procedural Policy		Policy

## VERSION LOG

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
1.0	Policy Creation	Director of Planning & Development/ Policy Analyst	Chief Administrative Officer	Council	

## CERTIFICATION

I, Kim Ramsay, Municipal Clerk for the Municipality of East Hants, hereby certify that this policy was duly approved.

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Kim Ramsay  
Municipal Clerk