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# Public Participation Program Policy

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**Department:** Planning  
**Adopted:** 2025-10-14

**Policy No:**  
**Revision Dates:** n/a

## 1.0 Purpose

The purpose of this policy is to establish a public participation program for planning documents for the Town of Berwick, in accordance with Section 204, and 204A of the *Municipal Government Act* (MGA).

This policy will also provide an avenue to solicit comments from the Municipality of the County of Kings on the proposed adoption or amendment of planning documents in accordance with the Provincial Engagement Programs Content Regulations and Section 204A and Section 206 of the MGA.

## 2.0 Scope

The Planning Public Participation Program Policy applies to the adoption, revision and amendment of all planning documents for the Town of Berwick.

## 3.0 Definitions

**3.1 Planner:** Town staff person, firm or individual retained by the Town, responsible for processing applications related to planning matters.

**3.2 Planning Documents:** Planning documents for the purpose of this Policy mean a municipal planning strategy, land use bylaw, development agreement, and subdivision by-law.

**3.3 Public Hearing:** a statutory public meeting hosted by Town Council in accordance with section 206 of the MGA.

**3.4 Public Information Meeting:** a non-statutory public meeting hosted by the Chair of the Planning Advisory Committee. The meeting is held early in the application process and is intended to present the proposal and applicable policies of the Municipal Planning Strategy. The public has an opportunity to provide comments and feedback on the proposal.

**3.5 Public Meeting:** any meeting attended by members of the general public with regards to a planning matter including Public Information Meetings, Public Participation Meetings and Public Hearings.

**3.6 Public Participation Meeting:** a statutory meeting hosted by the Planning Advisory Committee when approving amendments to the Municipal Planning Strategy.

#### **4.0 Public Participation Meetings**

4.1 Before Council considers adoption, revision or amendment to the Municipal Planning Strategy (MPS), the Town shall schedule and hold one or more Public Participation Meetings.

4.2 The purpose of the Public Participation Meeting(s) and the engagement with the Municipality of the County of Kings is to provide an opportunity for the public and the Municipality of the County of Kings to comment, make suggestions, discuss and receive information with respect to any proposed adoption, revision, or amendment.

4.3 The Public Participation Meeting(s) shall be held by the Town's Planning Advisory Committee (PAC).

4.4 Notice of a Public Participation Meeting shall be provided through the following ways:

- posting on the Town's website a minimum of two (2) weeks before the meeting;
- notify all property owners and occupants within 100 metres of the subject property,
- posted on the Town social media, and
- posting a notice at the Town office,
- such other methods required by Provincial regulation.

The notice shall state the date, time and place of the meeting and the hours during which relevant documents pertaining to the proposal may be inspected by the public.

4.5 Notification shall be provided to the Municipality of the County of Kings for all proposals within 100 metres of the municipal boundary for a property which is the subject of a proposed adoption, revision and/or amendment of the MPS.

4.6 At the time of given public notice of the Public Participation Meeting pursuant to Part 4.4 and 4.5 above, the Town shall forward a copy of the public notice to the Municipality of the County of Kings Municipal Clerk and Director of Planning. An electronic version sent by email shall be deemed sufficient for said notice.

4.7 The Town may elect to hold Public Participation Meetings through an online forum, at its sole discretion.

- 4.8 Any member of the public may express their views, comments or suggestions verbally or in writing, and all interested persons will be given the opportunity to have their views and comments heard. In accordance with the Town of Berwick's public hearing protocols.
- 4.9 When considering the adoption, revision and/or amendment of the MPS, the engagement with the Municipality of the County of Kings and the public through the Public Participation Meeting shall consider any impacts the proposed adoption, revision or amendment may have on the Statements of Provincial Interest.
- 4.10 Comments received from Municipality of the County of Kings, as well as the public comments received through the Public Participation Meeting, shall be considered by Council prior to any resolution approving first reading of the proposed adoption, revision and/or amendment of the MPS.
- 4.11 Upon Council approving first reading to proceed to a Public Hearing to consider the adoption, revision and/or amendment of the MPS, a second notice shall be sent to the Municipality of the County of Kings Municipal Clerk and Director of Planning in keeping with Section 206 of the Municipal Government Act.

## **5.0 Public Information Meetings**

- 5.1 The Town may hold Public Information Meetings for development agreements and rezoning applications.
- 5.2 Staff will seek guidance from the Mayor if a Public Information Meeting shall be held.
- 5.3 Notice of a Public Information Meeting may be provided through the following ways:
  - posting on the Town's website a minimum of one (1) week before the meeting;
  - notify all property owners and occupants within 100 metres of the subject property
  - posted on the Town social media, and
  - posting a notice at the Town office,
  - installation of a sign on the subject property advertising the receipt of a planning application
  - such other methods required by Provincial regulation.

The notice shall state the date, time and place of the meeting and the hours during which relevant documents pertaining to the proposal may be inspected by the public.

- 5.4 The Town may elect to hold Public Information Meetings through an online forum, at its sole discretion.
- 5.5 Staff shall chair the Public Information Meetings and will provide an opportunity for the applicant to present information regarding the development agreement or rezoning application.
- 5.6 Any member of the public may express their views, comments or suggestions verbally or in writing, and all interested persons will be given the opportunity to have their views and comments heard in accordance with the Town of Berwick's public hearing protocols.
- 5.7 Notes from the Public Information Meeting shall form part of the staff report to Council to aid it in its decision.
- 5.8 If the development proposal abuts a neighbouring municipality, the Town shall notify the abutting Municipality of the application before Council considers the application for first reading.

**6.0 Policy Review**

This policy will be reviewed every four years.

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Date