

SUMMER VILLAGE OF SUNSET POINT COUNCIL POLICY

Public Participation Policy

Rescinds Policy 006

Date of Approval by Council: December 8th 2018

I. PURPOSE AND APPLICATION

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

II. GENERAL POLICY PRINCIPLES

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

- 1) Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
- 2) Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
- 3) Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
- 4) Recognizing that although councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision making process.

III. DEFINITIONS

- 1) **“CAO”** means the chief administrative officer of the Municipality or their delegate.
- 2) **“Municipal Stakeholders”** means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.
- 3) **“Municipality”** means the Summer Village of Sunset Point.
- 4) **“Public Participation”** includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.
- 5) **“Public Participation Plan”** means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.
- 6) **“Public Participation Tools”** means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:
 - (a) in-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops;
 - (b) digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
 - (c) written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and
 - (d) representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

IV. POLICY RESPONSIBILITIES

1) Council Responsibilities

(a) Council shall:

- i. review and approve Public Participation Plans developed by the Chief Administrative Officer in accordance with this Policy or as directed by Council;
- ii. consider input obtained through Public Participation; and
- iii. review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.

2) Administration Responsibilities

(a) Chief Administrative Officer shall:

- i. in accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
- ii. implement approved Public Participation Plans; and
- iii. report the findings of the Public Participation to Council.
- iv. consider timing, resources and engagement when developing and modifying Public Participation Plans;
- v. evaluate the effectiveness of the Public Participation Plan and the Public Participation Tools used in a particular circumstance;

V. PUBLIC PARTICIPATION OPPORTUNITIES

(a) Chief Administrative Officer shall develop and implement a Public Participation Plan in the following circumstances:

- i. when new programs or services are being established;
- ii. when identifying Council priorities;
- iii. when gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans;
- iv. as otherwise directed by Council.

(b) Chief Administrative Officer may develop and implement a Public Participation Plan in the following circumstances:

- i. when existing programs and services are being reviewed;
- ii. when gathering input or formulating recommendations with respect to budget;
- iii. when gathering input or formulating recommendations with respect to the Municipality's capital plan and/or financial plan; or

iv.

VI. POLICY EXPECTATIONS

1) Legislative and Policy Implications

(a) All Public Participation will be undertaken in accordance with the *Municipal*

Government Act, the Freedom of Information and Protection of Privacy Act and any other applicable legislation.

- (b) All Public Participation will be undertaken in accordance with all existing municipal policies.
- (c) This Policy shall be available for public inspection and may be posted to the Municipality's website.
- (d) This Policy will be reviewed at least once every four years.

