



Policy No. 1205

# Public Participation Policy

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REVISION RECORD

Date	Version	Revision description
April 18, 2018	1	Current and first version Public Participation Policy

1. TITLE:

1.1 Public Participation Policy.

2. POLICY STATEMENT:

2.1 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*.

3. PURPOSE:

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

- a) Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
- b) Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
- c) Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
- d) 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.

4. SCOPE:

4.1 The scope of this policy includes Municipal Stakeholders, Heisler Council and the Village of Heisler Administration Department.

5. OBJECTIVES:

5.1 The Objective of this policy is to ensure that the ideas presented in the Purpose of this Policy will be upheld.

**6. POLICY DETAILS:**

**6.1 PUBLIC PARTICIPATION OPPORTUNITIES-**

**6.1.1 The CAO shall develop and implement a Public Participation Plan in the following circumstances:**

- a) when new programs or services are being established;
- b) when existing programs and services are being reviewed;
- c) when identifying Council priorities;
- d) when gathering input or formulating recommendations with respect to budget;
- e) when gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans;
- f) when gathering input or formulating recommendations with respect to the Municipality's capital plan and/or financial plan; or
- g) as otherwise directed by Council.

**6.2 POLICY EXPECTATIONS-**

**6.2.1 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.

**6.2.2 Public Participation Standards:**

- a) Public Participation activities will be conducted in a professional and respectful manner.
- b) Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their

participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.

- c) The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.

**6.2.3 Public Participation Plans:**

a) Public Participation Plans will, at minimum, include the following:

- i. a communication plan to inform the public about the Public Participation plan and opportunities to provide input;
- ii. identification of which Public Participation Tools will be utilized;
- iii. timelines for participation;
- iv. information about how input will be used;
- v. the location of information required, if any, to inform the specific Public Participation.

**6.3 TYPES OF PUBLIC PARTICIPATION-**

<b>SOCIAL MEDIA</b>	<p><b>FACEBOOK</b></p> <ul style="list-style-type: none"> <li>• updates on community events, articles of interest</li> <li>• updates/announcements related to emergency situations such as water outages or weather related issues</li> </ul>	Monitored & Updated as needed
	<p><b>WEBSITE</b></p> <ul style="list-style-type: none"> <li>• updates on community events, articles of interest</li> <li>• updates/announcements related to emergency situations such as water outages or weather related issues</li> <li>• updates on Council resolutions including information about amended/new bylaws or policies</li> <li>• Council agendas, minutes, bylaws, policies</li> </ul>	Monitored & Updated as needed
<b>NEWSLETTER</b>	<ul style="list-style-type: none"> <li>• Council Highlights</li> <li>• Notices of new bylaws or policies</li> </ul>	Published Monthly

	<ul style="list-style-type: none"> <li>• Notices of public meetings</li> <li>• Community group updates and schedules</li> </ul>	
<b>MESSAGE BOARDS (HIGHWAY)</b>	<ul style="list-style-type: none"> <li>• Notice of community events</li> <li>• Announcements related to emergency situations such as water outages or weather related issues</li> <li>• Notices on behalf of community groups</li> </ul>	Updated as required
<b>NEWSPAPER</b>	<ul style="list-style-type: none"> <li>• Notices as required by the Municipal Government Act and the Local Authorities Election Act:               <ul style="list-style-type: none"> <li>• Land Use Bylaw Amendments</li> <li>• Mailing of annual property tax assessment notices</li> <li>• Election or by-election notices</li> </ul> </li> </ul>	Published Weekly – used as required by legislation
<b>PUBLIC MEETINGS</b>	<ul style="list-style-type: none"> <li>• All regular Council meetings are public meetings</li> <li>• Land Use Bylaw Amendments – as directed by the Municipal Government Act</li> <li>• Bylaw Amendments</li> <li>• Report on Operations               <ul style="list-style-type: none"> <li>• audited financial statements;</li> <li>• a range of other information that the Council considers necessary.</li> </ul> </li> </ul>	<p>Monthly</p> <p>As needed</p> <p>As needed - depending on the controversial nature of the bylaw</p> <p>Annual or as required by Council</p>

**7. ROLES AND RESPONSIBILITIES:**

**7.1 Council Responsibilities-**

**a) Council shall:**

- i. review and approve Public Participation Plans developed by the CAO 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.

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**7.2 Administration Responsibilities-**

**a) Administration 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.**

**8. MONITORING, EVALUATION AND REVIEW:**

**8.1 The monitoring, evaluation and review of this policy will be the responsibility of Heisler Council and the Administration Department of the Village of Heisler.**

**9. DEFINITIONS AND ABBREVIATIONS:**

- a) "CAO" or "Administration Department" means the chief administrative officer of the Municipality or their delegate.**
- b) "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.**
- c) "Municipality" means the Village of Heisler.**
- d) "Public Participation" includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.**
- b) "Public Participation Plan" means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.**
- c) "Public Participation Tools" means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:**
  - i. in-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops;**
  - ii. digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;**



- iii. written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and
- iv. representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

**Document Sources:** Public Participation Policies Guide for Municipalities-  
AAMDC/AUMA/Brownlee LLP  
Public Participation Policy-Village of Forestburg

**Council Approved:** April 18, 2018

**Motion #** 462/18

**Responsibility:** Administration

**Next Review Date:** October, 2021