
Procedure Title: Public Participation
Policy: 1000-07
Adopted: July 17, 2018
Resolution No.: 2018.07.17.13
Amended:



POLICY STATEMENT:

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 of the *Municipal Government Act*.

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 may enrich the decision-making process.

I. DEFINITIONS

- 1) **“Chief Administrative Officer”** 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 Village of Mannville.

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- 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 are 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.

II. POLICY RESPONSIBILITIES

1) Council Responsibilities

- a) Council shall:
 - i. review and approve Public Participation Policy 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.

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2) Administration Responsibilities

- a) The 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.

III. PUBLIC PARTICIPATION OPPORTUNITIES

- a) The Chief Administrative Officer may develop and implement a Public Participation Plan in the following circumstances:
 - i. when new programs or services are being established;
 - ii. when existing programs and services are being reviewed;
 - iii. when gathering input or formulating recommendations with respect to budget;
 - iv. when gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans; and
 - v. as otherwise directed by Council.

IV. 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.

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- c) This policy will 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.

2) Public Participation Standards

- a) Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- b) Public Participation activities will be conducted in a professional and respectful manner.
- c) 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.

V. REPORTING AND EVALUATION

- a) Information obtained in Public Participation will be reviewed by the Chief Administrative Officer and a report shall be provided to Council.
- b) The report shall include, at minimum, the following:
 - i. an overview of the Public Participation Plan and how it was developed;
 - ii. an assessment of the effectiveness of the Plan based on the level of engagement and the quality of input;
 - iii. a summary of the input obtained; and
 - iv. may include recommendations for future Public Participation Plans.
- c) Reports shall be provided to Council for review.