

Public Participation Policy - PPP001-18



Summer Village of Sandy Beach

COUNCIL POLICY REGARDING PUBLIC PARTICIPATION

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, respectful and dignified 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 support the decision making process.

III. DEFINITIONS

- 1) “[**CAO and designated 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 Summer Village of Sandy Beach.
- 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 letters; 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 and Obligations

- (a) Council shall:
 - i. review and approve Public Participation guidelines developed by the CAO in accordance with this Policy or as directed by Council;
 - i. consider input obtained through Public Participation; and
 - ii. 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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- iv. ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;
- v. promote and support Public Participation;
- vi. request and review information from the CAO on the scope, timing, appropriate methods and resources required for Public Participation prior to directing the development of a Public Participation Plan.
- vii. Prior to regular Council meetings Council may chose to meet with the public for 30-45 minutes ONLY on the day of the meeting ONLY and ONLY directly prior to the designated time of the meeting as established by Council and determined by precedent, to discuss a particular matter; The CAO nor any appointed designee from Administration is NOT obliged, without employment action, to attend this meeting (as the designated officer) and no motions or resolutions will be made prior, during or after this meeting but discussion items can be added to the agenda for that particular meeting as Council deem fit, in order to motion action and direction to Administration during this particular meeting;
- viii. Employment matters of ANY kind will NOT be discussed with the public at any public participation event or meeting;

2) Administration Responsibilities

(a) The CAO shall:

- i. in accordance with this Policy or as directed by Council, develop Public Participation parameters on a meeting to meeting basis;
- ii. During public participation in regular or other Council meetings any disruptive behaviour towards any municipal employee will merit the employee to excuse themselves without employment retribution from his or her employer "the municipality"; The Chairperson of the meeting has no recourse to instruct or direct the employee to remain part of the public discussion or participation;

V. PUBLIC PARTICIPATION OPPORTUNITIES

(a) The CAO shall 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

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 2 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.

Background

Council developed this policy to be in compliance with the Municipal Government Act and the associated public notification requirements.

Authorization: Council Resolution, July 12th, 2018

Date Effective: July 12th, 2018

EFFECTIVE 12th day of July 2018.

Date of Most Recent Review: 12 July 2018





Summer Village of Sandy Beach

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