

Summer Village of Waiparous

Public Participation Policy

Purpose of Policy

Public input is essential to the municipal decision-making process. Council believes it would be advantageous to identify the levels and process of communication and citizen engagement required prior to making certain levels of decisions.

Goals

Communication and public engagement will;

1. Lead to greater satisfaction and better relationships with citizens.
2. Reduce complaints and concerns that arise late in the process.
3. Lead to better solutions and decision making.
4. Exceed the requirements of the Municipal Government Act of Alberta.
5. Provide residents an opportunity to be involved in decisions that may impact their community.

Procedures

1. Council will communicate and engage the citizens to allow for input throughout the decision-making process for events identified in this policy.
2. The event will determine the type and level of engagement. The events are listed in Schedule "A".
3. If two types of engagement are identified in schedule "A", Council will determine the type required.
4. The process of engagement that Council can select is listed in Schedule "B".
5. Council will communicate back to the public after a decision has been made.

Review

1. Policy shall be reviewed within 4 years of adoption or amendment to the policy.

Adopted by Council on February 20, 2018

SCHEDULE "A"

Category	Event	Type of Engagement
Council	Annual Budget	1 or 2
	Bylaw Review and Development	1 or 2
	Policy Review and Development	1 or 2
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Planning and Development	New or Amended Municipal Development Plan	2 or 3
	New or Amended Land Use Bylaw	2 or 3
	New or Amended Community Sustainability Plan	3
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Protective Services	Service level Changes - Fire Services and Bylaw Enforcement (includes fire bans)	1
	New or Amended Fire Safety Bylaw	1 or 2
	Municipal Emergency Plan	1
	Disaster Social Services Plan	1 or 2
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Operations	Public Works - Maintenance	1
	Public Works – New Construction	1 or 2
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FireSmart	Wildfire Mitigation Strategy Updates	2
	Fuel Modification Operations (includes Prescribed Burn)	1
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Community Services	Maintenance	1
	Development of Park or Natural Area	2 or 3
	Public Facility Development	2 or 3
	Recreation Plans	2 or 3

SCHEDULE "B"

Type and Level of Engagement		
Direct Decision (1)	Consultative Decision (2)	Collaborative Decision (3)
Characteristics		
<ul style="list-style-type: none"> • Decision is routine and part of the operations • Decisions are dictated by law • There is an urgent need to respond to public • Summer Village is working within their authority 	<ul style="list-style-type: none"> • Public notification and input are required by law • The decision is a known concern to other parties • The decision will affect the lifestyle or habits of residents • Risk is perceived to be associated with the decision • Council or Administration request public input prior to making a decision • Resident Dialogue 	<ul style="list-style-type: none"> • Municipal representatives acting in partnership • Sharing the decision-making process • Allowing
Process		
Directive Decision	Consultative Decision	Collaborative Decision
<ul style="list-style-type: none"> • Newsletter • Website • Notice Board • Email Distribution List 	<ul style="list-style-type: none"> • Survey • Open House • Public Hearing • Delegation to Council • Committee 	<ul style="list-style-type: none"> • Task Force • Steering Committee • Workshops