

**1. 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.

**2. Goals**

Communication and public engagement will:

- 2.1 Lead to greater satisfaction and better relationships with citizens.
- 2.2 Reduce complaints and concerns that arise late in the process.
- 2.3 Lead to better solutions and decision making.
- 2.4 Exceed the requirements of the Municipal Government Act of Alberta.
- 2.5 Provide residents an opportunity to be involved in decisions that may impact their community.

**3. Procedures**

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

**4. Review**

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

Adopted by Council on March 14, 2022



Mayor



Chief Administrative Officer

**WAIPAROUS****POLICY – PUBLIC PARTICIPATION****SCHEDULE "A"**

<b>Category</b>	<b>Event</b>	<b>Type of Engagement</b>
Council	Annual Budget	1 or 2
	Bylaw Review and Development	1 or 2
	Policy Review and Development	1 or 2
Planning and Development	Adoption of New or Amended Municipal Development Plan	2 (Public Hearing Required)
	Adoption of New or Amended Land Use Bylaw	2 (Public Hearing Required)
	Development of New or Amended Municipal Development Plan	3
	Development of New or Amended Land Use Bylaw	3
	New or Amended Community Sustainability Plan	3
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
Operations	Public Works - Maintenance	1
	Public Works – New Construction	1 or 2
FireSmart	Wildfire Mitigation Strategy Updates	2
	Fuel Modification Operations (includes Prescribed Burn)	1
Community Services	Maintenance	1
	Development of Park or Natural Area	2 or 3
	Public Facility Development	2 or 3
	Recreation Plans	2 or 3

# WAIPAROUS

## POLICY – PUBLIC PARTICIPATION

### SCHEDULE "B"

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