



VILLAGE OF BITTERN LAKE

POLICY AND PROCEDURES

POLICY # 01/2018 - PUBLIC PARTICIPATION

MOTION

1. 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 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*.

2. GENERAL POLICY PRINCIPLES

Council recognized 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 before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision making process.

3. DEFINITIONS

- a) CAO 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.



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b) Administration Responsibilities

i) CAO shall:

- A. in accordance with this Policy, or as directed by Council, develop Public Participation Plans for Council approval;
- B. implement approved Public Participation Plans;
- C. reporting findings of the Public Participation to Council;
- D. consider timing, resources, and engagement when developing and modifying Public Participation Plans;
- E. evaluate, when appropriate, the effectiveness of Public Participation Plans and Public Participation Tools used in a particular circumstance;
- F. develop the necessary procedures to implement this Policy; and
- G. assess this Policy and make recommendations to Council about the Public Participation and resourcing.

5. PUBLIC PARTICIPATION OPPORTUNITIES

a) CAO shall develop and implement a Public Participation Plan in the following circumstances:

- i) when identifying Council priorities;
- ii) when gathering input or formulating recommendations with respect to the budget;
- iii) when gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans;
- iv) when gathering input or formulating recommendations with respect to the Municipality's capital plan and/or financial plan; or
- v) as otherwise directed by Council.



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- ii) the impact of the matter on Municipal Stakeholders;
 - iii) the demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
 - iv) the timing of the decision and time required to gather input;
 - v) what information is required, if any, to participate; and
 - vi) available resources and reasonable costs.
- b) 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; and
 - v) the location of information required, if any, to inform the specific Public Participation.

8. REPORTING AND EVALUATION

- a) Information obtained from a Public Participation will be reviewed by the CAO 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) many include recommendations for future Public Participation Plans.