

Policy

POLICY TITLE: PUBLIC PARTICIPATION POLICY

POLICY NO.: CL-11-04

RESOLUTION: 200-18

EFFECTIVE DATE: 2018-06-13

DEPARTMENT RESPONSIBLE: Council

NEXT REVIEW DATE: N/A

STATEMENT:

The Municipal District recognizes that public participation is important for successful planning and good governance. Therefore, adequate resources will be allocated, and the appropriate level of opportunity for public participation is a relevant aspect of municipal democracy.

PURPOSE:

To provide direction to Administration on how to involve stakeholders in providing input into decisions that affect the community by identifying the circumstances in which the Municipal District will engage municipal stakeholders and the categories of approaches the Municipal District will use to engage municipal stakeholders.

1. The Municipal District shall comply with all provincial and federal statutory requirements for public participation.
2. The Municipal District may offer public participation opportunities for the following circumstances:
 - Identifying Council priorities;
 - Formulating recommendations to Council regarding proposed business plans, land use plans and budgets;
 - Reviewing existing plans, programs, services, and associated service levels;
 - Establishing new plans, programs, services and service levels; or
 - Otherwise deemed necessary by Council or the Chief Administrative Officer.
3. Principles & Goals of Public Participation:
 - Economic, Community & Environment
 - Shared Responsibility and Commitment
 - Transparency and Accountability
 - Inclusiveness and Accessibility
 - Appropriate and Responsive
 - Evaluation and Continual Improvement

4. Implementation of Public Participation Process - Categories of Public Participation:

- Regular Council meetings
 - o One Council meeting shall be scheduled in Smith, Flatbush and Widewater annually as opposed to having all Council meetings held by default in Slave Lake so community groups and citizens can meet in their own communities with Council
- Surveys
 - o A survey shall be provided when it is deemed necessary by Administration and/or Council to obtain the community's overall perceptions of quality of life and satisfaction with programs and services. Results will be made available by posting them on the Municipal District's website.
- Workshops/Focus Groups
 - o Workshops shall be held when a hands-on interactive approach for planning is thought to be beneficial.
- Open Houses
 - o The Municipal District shall ensure that open houses are held when the decision or outcome will have a significant impact on the public's social, economic, and/or environmental situation.
- Public Notices
 - o The Municipal District is required to give notice to the public on a wide range of matters including planning, development, fees, budgets, property sales etc. Advertisement of notices will be provided as per legislative requirements.
- Public Hearings
 - o Residents have the opportunity prior to a Public Hearing to provide written submissions to the Municipal District. Advertisement of Hearing dates/times will be provided as per legislative requirements.
- Advertisements
 - o The Municipal District shall comply with legal or regulatory requirements for advertisement. (Example: The Municipal Government Act requires advertisement of public auctions, bylaws, granting rights to provide utility services, disposal of land, public meetings, petitions, disposal of municipal and school reserve, conservation reserve, annexation of land, public hearings, etc.)



- News Releases

o News Releases will be provided on emergent events/issues effecting the Municipal District on the Municipal District's website.

5. Follow-up and Evaluation

- Reporting shall include:
 - o What decisions were made
 - o Why those decisions were made
 - o How public input was used
 - o If applicable, what lessons were learned in the process

6. The Policy shall be updated at a minimum, every four years or as required by Provincial legislation.

7. This Policy is available for public inspection and shall be posted on the Municipal District's website.

_____"Original Signed"_____
Chief Administrative Officer

_____"June 13, 2018"_____
Date

_____"Original Signed"_____
Reeve

SPECIAL NOTES/CROSS-REFERENCE: CL-11-04 supersedes A11

AMENDMENT DATE: Click or tap to enter a date.

