

**TOWN OF LEGAL
POLICY**

EFFECTIVE DATE	REVISED DATE	PURPOSE OF REVISION	MOTION #	POLICY #
July 3, 2018			10345	2.12

TITLE:

Public Participation

PURPOSE OF THIS POLICY:

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 community.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing and public notification requirements in the Municipal Government Act.

POLICY STATEMENT:

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 enrich the decision making process.

DEFINITIONS:

1. "CAO" means the Chief Administrative Officer of the Municipality or their designate.
2. "COUNCIL" means the duly elected officers of the Municipality.
3. "MUNICIPAL STAKEHOLDERS" means the residents of the Municipality, as well as tax payers, Legal and District Organizations or persons that may be affected by a decision made by the Municipality.
4. "MUNICIPALITY" means the Town of Legal.
5. "PUBLIC PARTICIPATION" includes a variety of statutory and non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality in accordance with Schedule A and B.
6. "PUBLIC PARTICIPATION PLAN" means a plan which identifies which Public Participation Tools are to be used to obtain public input in a particular circumstance.
7. "PUBLIC PARTICIPATION TOOLS" means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to those outlined in Schedule A and B.

PROCEDURES:

1. POLICY RESPONSIBILITIES

a. Council Responsibilities

Council may:

- i. Review and approve Public Participation Plans developed by the CAO in accordance with this Policy or as directed by Council.

Council Shall:

- i. Consider input obtained through Public Participation;
- ii. Ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;
- iii. Promote and support Public Participation.

b. Administration Responsibilities

The CAO shall:

- i. Maintain a Public Participation process that:
 - a. Ensures a coordinated and standardized approach to Public Participation across the organization;
 - b. When determining the appropriate level of Public Participation, the Town:
 - Provides opportunities for early and ongoing participation.
 - Aligns resources, types and methods of Public Participation with the impact of the decision to the community and/or key Municipal Stakeholder groups.
 - Provides opportunities for ongoing engagement as well as for emerging issues.
- ii. Recommend to Council practice, processes and timelines for statutory and non-statutory requirements for Public Participation activities.
- iii. Develop all necessary processes and tools that support the implementation of this Policy.
- iv. Communicate to Council and the community, where appropriate, how public input was gathered and used in Administrative recommendations to Council.
- v. Make recommendations to Council, when necessary, on the appropriate resources required for Public Participation.

2. PUBLIC PARTICIPATION OPPORTUNITIES

The CAO shall develop and implement a Public Participation Plan in accordance with Schedule A and B.

3. POLICY EXPECTATIONS

a. Legislative and Policy Implications

- i. 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.
- ii. This Policy will be reviewed at least once every four years to ensure that the Policy complies with all relevant legislation and Municipal policies.
- iii. This Policy shall be available for public inspection and may be posted to the Municipality's website.

b. Public Participation Standards

- i. Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- ii. Public Participation activities will be conducted in a professional and respectful manner. Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.
- iii. The results of Public Participation will be made available to Council and Municipal Stakeholders.

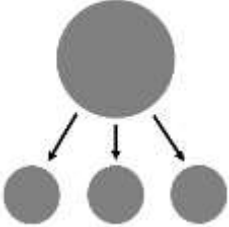
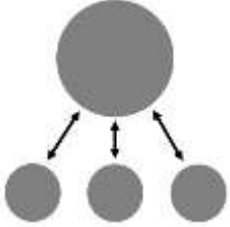
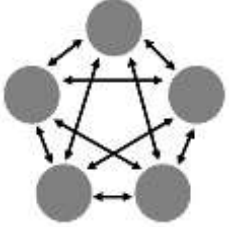
SCHEDULE "A"

PUBLIC PARTICIPATION TYPE OF ENGAGEMENT

CATEGORY	EVENT/CIRCUMSTANCE	TYPE OF ENGAGEMENT
Council	Annual Budget Review	1 or 2
	Bylaw Review and Development	1 or 2
	Policy Review and Development	1 or 2
	Strategic Plan	1 or 2
Planning and Development	New or amended Area Structure Plans, Municipal Development Plan, Inter-municipal Development Plan, Land-Use Bylaw	2
	New or Amended Area Redevelopment Plans	2
	Planning Documents ie. Pedestrian Plan, Downtown Revitalization	3
	New or Amended Municipal Development and Sustainability Plan	3
	Outline Plans	2
Protective Services	Change in Service Level from Fire Department or Bylaw Enforcement	1
	Municipal Emergency Plan	1
Public Works	Public Works Affecting Adjacent Landowners	1 or 2
	Construction of Infrastructure	1 or 2
	Traffic Management Plans or Studies	2
	Master Servicing Plans	1 or 2
Community Services	Trail Development	2 or 3
	Development of Park or Green Space	2 or 3
	Public Facility Development or Closure	2 or 3
	Recreation Plans ie. Facilities or Master Plans	3
	Strategic Servicing Plan	1 or 2
Economic Development	Strategic Plan	1 or 2
	Branding	2

SCHEDULE "B"

PUBLIC PARTICIPATION TYPE AND LEVEL OF ENGAGEMENT

TYPE AND LEVEL OF ENGAGEMENT		
Direct Decision (1)	Consultative Decision (2)	Collaborative Decisions (3)
Decisions that are made should be informed to the public in a timely manner	Gathering public input prior to making a decision	Municipal representatives act in partnership with the community
CHARACTERISTICS <i>(any one or more of the following including but not limited to)</i>		
<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 • A person with Authority is acting 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 citizens • Risk is perceived to be associated with the decision • Council or Administration requests public input prior to making a decision 	<ul style="list-style-type: none"> • Municipal representatives acting in partnership • Sharing the decision making process
PROCESS <i>(any one or more of the following including but not limited to)</i>		
<ul style="list-style-type: none"> • News Paper • Website • Radio • Social Media • Local Newsletter • Utility Bill Inserts/Flyers 	<ul style="list-style-type: none"> • Survey • Polls • Open House • Public Hearing • Council Meeting Delegation • Committee of the Whole • Administrative Briefings • Members at Large • Boards and Committees (formal or informal) 	<ul style="list-style-type: none"> • Task force • Steering Committee • Workshops
		
DIRECT DECISION	CONSULTATIVE DECISION	COLLABORATIVE DECISION