

VILLAGE OF VILNA
Public Participation Policy

Policy #:	DRAFT <u>109-18</u>
Section:	Administration
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Purpose: Public input is essential to the municipal decision making process. Council believes it is advantageous to identify the levels and process of communication and citizen engagement prior to making certain levels of decisions. Additionally, it is incumbent upon the public to participate and to share ideas, concerns, requests or needs to Council.

Municipal Reference: Public Participation Policy Regulation 193/2017

Legal Reference: Municipal Government Act Section 216.1

a) Goals

Communication and public engagement endeavors to:

1. Foster enriched relationships with and greater satisfaction for citizens;
2. Provide residents an opportunity to broaden involvement and contributions to decisions that may impact their community;
3. Nurture enriched, citizen-involved solutions and participative, meaningful decision making;
4. Meet or exceed the requirements of the Municipal Government Act;
5. Reduce complaints and concerns that may arise late in the process of decisions.

b) Procedures

Public involvement is happening continually and it is about dialogue with the appropriate people in the appropriate way at the appropriate time.

1. Council will communicate and involve citizens wherever possible and will allow for input throughout the decision making process appropriate to 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" for an event, Council will determine the type required;
4. Council can select the process of engagement as are listed in Schedule "B";
5. Council shall communicate to the public after an event decision has been made via a method appropriate to the characteristics and process indicated in Schedule "B";
6. This policy will be reviewed within 4 years of adoption or amendment.

Motion to adopt Policy #: 109-18 Resolution #- _____ Date: _____, 2018

Mayor, Leo Chapdelaine

Administrator, Loni Leslie

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Schedule "A"		
Category	Event	Type of Engagement
Council	Annual Budget	2
	By-Law Review and Development	1 or 2
	Policy Review and Development	1 or 2
Planning and Development	New or Amended Area Structure Plans, Municipal Development Plan, Land-Use By-Law , Intermunicipal Development Plan	2
	New or Amended Area Redevelopment Plans	2
	Planning Documents i.e. Revitalization Plan, Strategic Plan	3
	New or Amended Community Sustainability Plan	3
	Change in Service Level from Fire Department (includes Fire Bans) or By-Law Enforcement	1
Protective Services	Municipal Emergency Plan	1
	Disaster Social Services Plan	1 or 2
	Public Works Affecting Adjacent Landowners	1
Operations	Construction of Infrastructure	1
	Development of Park or Green Space	2 or 3
Community Services	Public Facility Development or Closure	2 or 3
	Establishment of new or change of existing Services or Programs	2
	Recreation Plans	3

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Schedule “B”		
TYPE AND LEVEL OF ENGAGEMENT		
Direct Decision (1)	Consultative Decision (2)	Collaborative Decisions (3)
Decisions that are made should be communicated to the public in a timely manner	Collect and Understand public input prior to making a decision	Municipal representatives act in partnership with the community
<u>Characteristics</u>		
<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 ❖ The Village 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 citizens or the community ❖ 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 ❖ Residents or community members have initiated discussion. 	<ul style="list-style-type: none"> ❖ Municipal representatives acting in partnership ❖ Sharing the decision making process ❖ Allowing and encouraging open feedback from the public.
<u>Process</u>		
<ul style="list-style-type: none"> ❖ Newsletter ❖ Newspaper ❖ Website ❖ Radio ❖ Social Media 	<ul style="list-style-type: none"> ❖ Survey ❖ Polls ❖ Open House ❖ Public Hearing or Meeting ❖ Council meeting Delegation ❖ Committee of the Whole 	<ul style="list-style-type: none"> ❖ Task force ❖ Steering Committee ❖ Workshops

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Schedule “B” Continued

GRAPHIC OF LEVELS OF ENGAGEMENT DEPENDENT ON TYPES OF DECISIONS SHOWN IN SCHEDULES “A” AND “B”

Direct Decision (1)	Consultative Decisions (2)	Collaborative Decisions (3)
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