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**TITLE: PUBLIC PARTICIPATION POLICY**

**Approved by Council:**

**Date: July 10, 2018**

**Revised by Council:**

**Date:**

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**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 in the *Municipal Government Act*.

**2. INFORMATION – PUBLIC DISSEMINATION**

- a. All approved minutes of regular, organizational and special Council and ASB meetings shall be posted on the M.D.'s website in a timely manner and made available to ratepayers upon request.
- b. The most current audited financial statement of the M.D. shall be posted on the M.D.'s website in a conspicuous place and copies shall be made available to ratepayers on request.
- c. Subject to the Freedom of Information and Protection of Privacy Act and the Personal Information Protection Act, information relative to the M.D.'s tax and assessment rolls shall be made available to ratepayers upon request.
- d. All bylaws of the M.D. shall be made available to ratepayers upon request, and those considered of interest or import by Council and/or Administration shall be posted conspicuously on the M.D.'s website.
- e. Agendas of all regular, organizational and special Council and ASB meetings shall be made available to attendees of same.
- f. Dates of all regular, organizational and special Council and ASB meetings shall be advertised in a manner compliant with statute and Council's direction, so as to encourage and facilitate public attendance at same.
- g. Summaries of the minutes of public meetings shall be provided to local newspapers, which shall be made available to ratepayers as per M.D. policy as extant or amended from time to time. Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

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**3. MEETINGS – PUBLIC PARTICIPATION**

- a. Ratepayers shall be encouraged to attend all regular, special and organizational meetings of Council and the ASB.
- b. Members of the public in attendance at public meetings, as noted above, shall be allowed to participate in same in accordance with the tenets of the M.D.’s procedural bylaw.
- c. Pursuant to (b), above, members of the public shall not be unreasonably denied the opportunity to address Council.
- d. Written communications from ratepayers or other correspondents shall be included in a dedicated section of the next regular meeting agenda package following its receipt, and shall thenceforth become a matter of public record.
- e. Council shall endeavour to regard, consider and apply feedback garnered as per this section as it deems reasonable and appropriate. “CAO” means the chief administrative officer of the Municipality or their delegate.

**4. STAKEHOLDER CONSULTATION**

- a. The M.D. shall, in all instances, consult, advertise and otherwise propagate to and receive from the public at large any information necessary to meet or facilitate compliance with its statutory requirements in the conduct of its business.
- b. Council shall, in matters deemed of general interest and/or import to the municipality and its residents, including but not necessarily consisting of or limited to large scale developments, area structure plans, public infrastructure projects, fundamental changes to taxation structures or fee schedules and/or changes to program delivery, take extraordinary measures transcending its statutory obligations as noted in (a), above, for the purpose of soliciting public input concerning same.
- c. The process pursuant to (b), above, may consist of advertised public meetings, open houses and/or town hall meetings in various locations, as dictated by circumstance, situations and other factors Council deems relevant and/or expedient.
- d. Council shall endeavour to hold Coffee with Council sessions twice per year. These sessions are to be held in a community hall or other facility within each Division of the MD. The location is rotated throughout the five electoral Divisions. The purpose of these sessions is to engage ratepayers by providing an informal format for asking questions and receiving information from their elected representatives.

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**5. COMMUNICATIONS**

- a. The M.D. shall have and maintain a website, where it will endeavour to post information as required by statute, policy and Council direction and in keeping with a general commitment to open, transparent and effective governance.
- b. The M.D. shall endeavour to communicate, by public advertisement, matters which are deemed by Council and/or Administration of interest either generally or specifically.
- c. The M.D. and its representatives shall endeavour to respond to all reasonable inquiries for information from the public in a timely and professional manner.