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**VILLAGE OF CAROLINE  
POLICY GOV-18-001  
PUBLIC PARTICIPATION POLICY**

**Council Approval:** July 10, 2018

**Resolution No:** 150 07 18

**Last Review Date:** July 10, 2018

**Replaces:** New

**Amended Date:**

**Resolution No:**

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## **1. PURPOSE OF POLICY**

Public input is essential to the municipal decision-making process. Council believes it would be advantageous to identify the levels and process of communication and citizen engagement required prior to making certain levels of decisions.

## **2. GOALS**

2.1 Communication and public engagement will;

- A. Lead to greater satisfaction and better relationships with citizens.
- B. Reduce complaints and concerns that arise late in the process.
- C. Lead to better solutions and decision making.
- D. Exceed the requirements of the Municipal Government Act of Alberta.
- E. Provide residents an opportunity to be involved in decisions that may impact their community.

2.2 Procedures

- A. Council will communicate and engage the citizens to allow for input throughout the decision-making process for events identified in this policy.
- B. The event will determine the type and level of engagement. The events are listed in Schedule "A".
- C. If two types of engagement are identified in schedule "A", Council will determine the type required.
- D. The process of engagement that Council can select is listed in Schedule "B".
- E. Council will communicate back to the public after a decision has been made.

2.3 Review

- A. Policy shall be reviewed within 4 years of adoption or amendment to the policy.

### Schedule A

Category	Event	Type of Engagement
Council	Annual Budget	1 or 2
	Policy Review and Development	1 or 2
	Bylaw Review and Development	1 or 2
	Borrowing	1 and 2
Planning and Development	New or Amended Municipal Development Plan	2 or 3
	New or Amended Community Sustainability Plan	2 or 3
	New or Amended Land Use Bylaw	3
	Land Purchases	2 or 3
Protective Services	Service level Changes	1
	Disaster Social Services Plan	1 or 2
	New or Amended Fire Safety Bylaw	1
	Municipal Emergency Plan	1 or 2
Operations	Public Works Maintenance Programs	1
	Weed Management Plan	1 or 2
	Public Works –	1 or 2
	New Construction	
Community Services	Development of Walking trails	2
	Recreation Plans	2 or 3
	Development of Parks or Natural Area	2 or 3
	Public Facility Development	3

**Type and Level of Engagement**

Direct Decision (1)

Consultative Decision (2)

Collaborative Decision (3)

**Characteristics**

- Decision is routine and part of the operations
- Decisions are dictated by law
- There is an urgent need to respond to public
- Village is working within their authority

- 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 residents
- Risk is perceived to be associated with the decision
- Council or Administration request public input prior to making a decision
- Resident Dialogue

- Municipal representatives acting in partnership
- Sharing the decision-making process
- Allowing

**Process**

Directive Decision

Consultative Decision

Collaborative Decision

- Newsletter
- Newspaper
- Website
- Notice Board (Social Media)
- Email Distribution List

- Survey
- Open House
- Public Hearing
- Delegation to Council
- Committee

- Task Force
- Steering Committee
- Workshops