



# Summer Village of Horseshoe Bay

<b>Effective Date: May 16, 2018</b>	<b>Policy Number: 9</b>
<b>Title: Public Participation Policy</b>	

## I. 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.

## II. General Policy Principles

Council recognizes that public input is essential to the municipal decision making process. Communication and public engagement will:

1. Lead to greater satisfaction and better relationships with citizens.
2. Reduce complaints and concerns that arise late in the process.
3. Lead to better solutions and decision making.
4. Provide residents an opportunity to be involved in decisions that may impact their community.
5. Comply with the requirements of the *Municipal Government Act*.

## III. Public Participation Policies

The Chief Administrative Officer (CAO) shall, when believed to be appropriate, develop and implement a Public Participation Plan in the circumstances outlined in Schedules "A" and "B" attached:

**Schedule "A"**: identifies the types or categories of circumstances in which the Summer Village will engage municipal stakeholders, and

**Schedule "B"**: identifies the types or categories of approaches the Summer Village will use to engage municipal stakeholders.

#### IV. Policy Responsibilities

##### 1. Council Responsibilities

- a) Council shall:
  - i. consider input obtained through Public Participation; and
  - ii. review this policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.
  - iii. ensure appropriate resources are available to solicit Public Participation;
  - iv. promote and support Public Participation;
  - v. evaluate this policy at least once every 4 years.

##### 2. Administration Responsibilities

- b) The Chief Administration Officer (CAO) shall:
  - i. The Chief Administrative Officer (CAO) will communicate and engage the citizens to allow for input throughout the decision making process for events identified in this policy.
  - ii. The CAO will determine the type and level of engagement required for each circumstance. The circumstances are listed in Schedule "A".
  - iii. If two types of engagement are identified in schedule "A", the CAO will determine the type required.
  - iv. The process of engagement that the CAO can select is listed in Schedule "B".
  - v. The CAO will communicate to Council and the public, when appropriate, the effectiveness of process used to make a decision.
  - vi. Report the findings of the Public Participation engagement to Council.
  - vii. Make this policy accessible and available to the public.

APPROVED BY COUNCIL this 16 day of May, 2018.

Summer Village of Horseshoe Bay  
Public Participation Plan  
**SCHEDULE "A"**

Department	Circumstances	Type of Engagement per Schedule "B"
Council and Legislative	Council Meeting Agendas and Minutes	1 and 2
	Capital Projects	2
	Major Community Initiatives	2
	Bylaw Development and Review	1, 2 or 3
Planning & Development	New or amended ICF/IDP/MDP and LUB	3
Administration	Annual Audited Financial Statements (On website & at AGM)	1
	Elections	1
	Bylaw Enforcement	1
	Public Relations	1
Protective Services	Fire Protection	2 and 3
	Emergency Measures and Disaster Services	2 and 3
	911 Services Agreement	3
	Police & Ambulance Services	3
Roads, Streets, Walks, Lighting	Snow Removal Services	1
	Grass Cutting Service	1
	Street Maintenance & Repair	1 or 2
	Street Signs	1 or 2
	Street Lighting	1 or 2
Waste Management	Activities Related to collection of garbage and other waste material	1 or 2
Recreation & Culture	Care & Maintenance of Rec Center, playground and park	2
	Community Social & Recreation Activities	2

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**SCHEDULE "B"**

<b>TYPE AND LEVEL OF ENGAGEMENT</b>		
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.
<b>Circumstances</b>		
<ul style="list-style-type: none"> <li>Decision is routine and part of operations.</li> <li>Decisions are dictated by law.</li> <li>There is an urgent need to respond to the public.</li> <li>A person with authority is acting within their authority.</li> </ul>	<ul style="list-style-type: none"> <li>Public notification and input are required by law.</li> <li>The decision is a known concern to other parties.</li> <li>The decision will affect the lifestyle or habits of citizens.</li> <li>Risk is perceived to be associated with the decision.</li> <li>Council or administration requests public input prior to making a decision.</li> </ul>	<ul style="list-style-type: none"> <li>Municipal representatives acting in partnership.</li> <li>Sharing the decision making process with Regional partners &amp; Stakeholders.</li> <li>Adopting or amending Stakeholder agreements.</li> </ul>
<b>Approaches</b>		
<ul style="list-style-type: none"> <li>Website</li> <li>Newsletter</li> <li>Email</li> <li>Newspaper</li> <li>A.G.M.</li> </ul>	<ul style="list-style-type: none"> <li>Email and/or mail out</li> <li>Open House</li> <li>Public Hearing</li> <li>Council meeting delegation</li> <li>Surveys or Polls</li> </ul>	<ul style="list-style-type: none"> <li>Workshops</li> <li>Participation in Regional Committees and agencies.</li> </ul>
<b>DIRECTIVE DECISION</b>	<b>CONSULTATIVE DECISION</b>	<b>COLLABORATIVE DECISION</b>
		