



**MUNICIPAL DISTRICT OF PEACE NO.135**

<b>PREPARED BY:</b> Barbara Johnson	<b>ADOPTED BY:</b> Council	<b>NUMBER:</b> ADM - 27
<b>TITLE:</b> Public Participation Policy		<b>DATE:</b> March 13, 2018

**PURPOSE OF THIS POLICY:**

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to ensure accountability and transparency and to recognize the value of meaningful public participation in decisions that directly impact the public.

**POLICY STATEMENT:**

The Municipal District recognizes the importance of public participation in municipal decision making and this policy outlines the various methods of creating opportunities for citizen engagement in order to share information, gather information from municipal stakeholders or to collectively define and implement solutions.

Council recognizes and agrees to consider input gathered through public participation and will review this policy every four years in order to ensure that it continues to comply with all relevant legislation, other municipal policies and the intent of public participation.

The following types of circumstances determine differing types of citizen engagement:

**1. Informative Decisions**

These types of decisions require the Municipality to inform municipal stakeholders of the decision that Council has made to assist them in understanding Council’s decision. Types of decisions may include, but not be limited to:

- routine decision that are part of the Municipality’s normal operations
- decisions where the Municipality is acting within its legislated authority
- decisions where a response had to be made quickly
- decisions that are dictated by law or legislation.

These methods may be used to notify citizens of informative decisions:

- local newspaper (currently a weekly quarter page ad in the Mile Zero-Banner Post)
- Council meeting minutes on the MD of Peace website ([www.mdpeace.com](http://www.mdpeace.com))
- social media (MD’s Facebook page)
- letters, flyers, signs, utility bill/tax notice stuffers
- any other method deemed sufficient.

**2. Consultative Decisions**

These types of decision making may require consultation with municipal stakeholders in order to obtain feedback and to determine various alternatives to consider in the decision making process.



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**POLICY STATEMENT:**

Types of decisions may include, but not be limited to:

- when public participation and public input is required by law
- when new programs or services are being considered or existing ones are being reviewed
- decisions that may have a significant impact or be of known concern to certain parties
- when formulating recommendations with respect to the Municipality’s budget or capital plan
- decisions perceived as higher risk
- decisions of an emotional or moral nature
- decisions where Council or administration request citizen engagement, such as identifying Council priorities.

These methods may be used to engage citizens for consultative decisions:

- surveys (telephone, online, mailed)
- workshops
- open houses
- public hearings
- Council meetings
- consideration of written submissions
- any other method deemed sufficient.

The Chief Administrative Officer shall ensure that Council determines the type of citizen engagement necessary and shall commit to proper planning for the engagement process and shall report the findings to Council and affected stakeholders.

Public participation activities will be conducted in a professional and respectful manner and municipal stakeholders who participate are required to be respectful and constructive in their participation; otherwise they may be excluded from further public participation opportunities.