



Summer Village of Val Quentin

Public Participation Policy

Number	Title Public Participation Policy			
P-5-2025				
Approval				
<i>Marlene Wafsh</i>	Resolution No:	227	Resolution No:	
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II. DEFINITIONS

- 1) “**CAO**” means the Chief Administrative Officer of the Municipality or their delegate.
- 2) “**Municipal Stakeholders**” means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.
- 3) “**Municipality**” means the Summer Village of Val Quentin.
- 4) “**Public Participation**” includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.
- 5) “**Public Participation Plan**” means a plan identifying which Public Participation Tools will be used to obtain public input in a particular circumstance.
- 6) “**Public Participation Tools**” means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:
 - a) in-person participation that may include door knocking, telephone conversations, interviews, meetings, round-tables, town halls, open houses and workshops;
 - b) digital participation which may include online workbooks, chat groups, webinars, message boards, discussion forums, and online polls or surveys;
 - c) written participation which may include written submissions, email, and mailing surveys, polls or workbooks; and
 - d) representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

III. POLICY RESPONSIBILITIES

1) Council Responsibilities

Council shall:

- a) review and approve Public Participation Plans developed by the CAO in accordance with this Policy or as directed by Council;
- b) consider input obtained through Public Participation; and
- c) review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.

2) Administration Responsibilities

The CAO shall:

- a) in accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
- b) implement approved Public Participation Plans; and
- c) report the findings of Public Participation to Council.

IV. PUBLIC PARTICIPATION OPPORTUNITIES

1) The CAO shall develop and implement a Public Participation Plan at the direction of Council.

Council may request public input when:

- a) new programs or services are being considered or established;
- b) existing programs and services are being reviewed;
- c) identifying Council priorities;
- d) gathering input or formulating recommendations with respect to the budget

V. POLICY EXPECTATIONS

1) Legislative and Policy Implications

- a) All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the Protection of Privacy Act (POPA)and any other applicable legislation.
- b) All Public Participation will be undertaken in accordance with all existing municipal policies.
- c) This Policy shall be available for public inspection and may be posted to the Summer Village of Val Quentin Website.
- d) This Policy will be reviewed at least once every four years.

2) Public Participation Standards

- a) Public Participation activities will be conducted in a professional and respectful manner.
- b) Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.
- c) The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner.

VI. PUBLIC PARTICIPATION PLANS

- 1) When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan for approval by Council which shall consider the following:
 - a) the nature of the matter for which Public Participation is being sought;
 - b) the impact of the matter on Municipal Stakeholders;
 - c) the demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
 - d) the timing of the decision and time required to gather input;
 - e) what background information is required, if any, to participate; and
 - f) available resources and cost to implement the plan.
- 2) Public Participation Plans will, at minimum, include the following:
 - a) a communication strategy to inform the public about the Public Participation Plan and the opportunities to provide input;
 - b) identification of which Public Participation Tools will be utilized;
 - c) timelines for participation;
 - d) information about how input will be used;
 - e) the location of background information required, if any, to inform the specific Public Participation.