SUMMER VILLAGE OF SEBA BEACH

PUBLIC PARTICIPATION POLICY

Policy Statement:

The Summer Village of Seba Beach recognizes that decisions, of direct or significant impact on the public, are improved when citizens and other stakeholder groups participate and engage in the process. The Summer Village of Seba Beach commits to transparent and inclusive decision-making processes that are responsive, accountable and practical.

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 major decisions that 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*.

II. GENERAL POLICY PRINCIPLES

Council recognizes that good governance includes engaging Residents in Public Participation by:

1) Recognizing that although councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision making process;
2) Creating opportunities for Residents to influence decisions;
3) Promoting sustainable decisions by recognizing various Resident interests; and
4) Providing Residents with the appropriate information and tools to engage in meaningful participation.

III. DEFINITIONS

1) **"Chief Administrative Officer"** means the chief administrative officer of the Municipality or their delegate.

2) **"Residents"** means the residents of the Summer Village.

3) **"Municipality"** means the Summer Village of Seba Beach.

4) **"Public Participation"** includes a variety of non-statutory opportunities where Residents receive information and are requested to provide input to the Municipality.

5) **"Public Participation Plan"** means a plan which identifies which Public Participation Tools to 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 which may include informal interactions, door- knocking, interviews, annual information meetings, meet and greets, town halls, open houses and workshops;

   (b) written participation which may include written submissions, email, and mail- in surveys, polls and workbooks; and

   (c) any other means deemed appropriate by Council

IV. POLICY RESPOSIBILITIES

1) Council Responsibilities

(a) Council shall:

i. review and approve Public Participation Plans developed by the Chief Administrative Officer in accordance with this Policy or as directed by Council;

ii. consider input obtained through Public Participation; and

iii. 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

(a) The Chief Administrative Officer shall:

i. in accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;

i. implement approved Public Participation Plans;

ii. report the findings of the Public Participation to Council.

V. PUBLIC PARTICIPATION OPPORTUNITIES

(a) Public participation will be used as a means of public engagement:

i. when new programs or services are beingconsidered;

ii. on a periodic basis, to receive feedback on the adequacy of existing services

iii. when gathering input or formulating recommendations with respect to the Municipality's strategic plans; or

iv. as otherwise directed by Council.

VI. POLICY EXPECTATIONS

1) Legislative and Policy Implications

(a) All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* 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 Municipality's website.

(d) This Policy will be reviewed at least once every four years.

VII. REPORTING AND EVALUATION

a. Information obtained in Public Participation will be reviewed by Chief Administrative Officer and a report shall be provided to Council.

Doug Thomas, Mayor
Summer Village of Seba Beach

July 19th, 2018

Susan H. Evans, CAO
Summer Village of Seba Beach

July 19th, 2018