

Policy Statement

Council and Administration recognize that quality public participation is a critical component of good governance and as such, adequate resources will be allocated and the appropriate level of public participation undertaken. The Village is committed to public participation activities that are founded on the following principles:

Shared Responsibility and Commitment: Public participation leads to better decisions and is a shared responsibility of Council, Administration and the community.

Transparent and Accountable: The Village communicates clearly and openly about public participation opportunities, its processes and provides factual and evidence based information. It shares the outcomes of public participation, including how the information was used in the decision making process and makes decisions in the best interest of the community as a whole.

Inclusive and Accessible: The Village endeavours to provide opportunities for public participation that take into account the diversity of needs, abilities and viewpoints of the members of the community.

Appropriate and Responsive: Public participation activities need to be appropriate to the stated goals and reflective of the varied preferences and needs of community members for receiving and sharing information.

Evaluation and Continual Improvement: Public participation is a dynamic and evolving process that needs continual evaluation and adjustment to continuously improve and address the changing needs of the community.

Purpose

To provide direction to Administration on how to involve stakeholders in providing input into decisions that affect the community.

Definitions

Community refers to the Village, residents, businesses, schools, religious institutions and all other institutions and agencies that make up Village of Delia.

Public Participation means processes and mechanisms through which the Village provides opportunities for the community to have input into decision making through public meetings, surveys, open houses, workshops, polling, residential advisory committees, Village website, social media, Village newsletter and other forms of engagement.

Stakeholder means an individual, organization or group that has an interest in an issue, will be or is likely to be affected by an issue, or has the ability to affect a decision or outcome.

Statutory Requirement means a requirement written into a law passed by the provincial or federal government.

Non Statutory Requirement means a rule based on customs, precedents or court decisions.

Responsibilities

Village Council shall

1. Consider public input obtained through public participation activities as part of their decision making process.
2. Promote public participation activities and provide, where appropriate, Council member representation.
3. Establish consistent practices, processes and timelines for statutory and non statutory requirements for public participation
4. Ensure appropriate resources are available to allow for the ongoing implementation of consistent, comprehensive and representative public participation programs and services.
5. Request for information from the CAO on the scope, timing, appropriate methods and resources required for public participation, prior to directing administration to undertake a public participation activity on a specific issue or item.

Village Administration shall

1. Maintain public participation processes that ensure a coordinated and standardized approach to public participation across the organization; align resources with the type and method of public participation and provide opportunity for engagement on ongoing as well as emerging issues.
2. Communicate to Council and community, where appropriate, how public input was gathered and used in administrative recommendations to Council.
3. Bring forward resourcing requirements to ensure public participation programs and services are run effectively and consistently.
4. Make recommendations to Council on appropriate resources required for public participation, when Council directs public input on a specific issue or item.
5. Recommend to council practices, processes and timelines for statutory and non-statutory requirements for public participation activities.
6. Develop all necessary processes and tools that support the implementation of this policy.

Service Standard/Expectations

1. The Village shall comply with all Provincial and Federal statutory requirements for public participation.
2. The Village shall offer public participation opportunities when:
 - a. Identifying Council priorities
 - b. Formulating recommendations to Council regarding the proposed business plans and budgets
 - c. Reviewing existing programs, services and associated service levels
 - d. Establishing new programs, services and service levels or as otherwise deemed necessary by Village Council.
3. The Village shall organize at least one statistically representative public participation activity, at least every 4 years, to obtain the community's overall perceptions of quality of life and satisfaction with programs and services.
4. The Village will arrange for the public access to the public participation policy. This public access can be done on the Village website or other means deemed appropriate.
5. The Village shall effectively communicate to the community its public participation goals, objectives and processes, including how information will be used and how decisions are made.

6. The Village will ensure the results of the public participation activities are publicly available which includes posting them on the Village website.
7. The Village will, where possible, use various methods and techniques for public participation that meet the varied needs of the community whether it be demographic, physical social or cultural.
8. The Village shall evaluate and learn from the feedback received from the community, as well as continuously look for new and better processes and tools that address the changing needs of the community.
9. The policy shall be reviewed at minimum, every four years or as required by Provincial legislation.