



Municipal Policy Manual

CODE: 10-30

CATEGORY: Public Participation

RATIONALE:

This policy is intended to promote open and transparent governance of the Village. The Village of Boyle values and encourages public participation and is committed to open, two-way communication to develop and deliver quality programs and services that meet the needs of the community.

PRINCIPLES:

1. This policy applies to public participation which may be influenced by legislation, annual budget, emergency situations, timeframes, types of notification and degree of potential impact on affected parties.
2. This policy applies except where:
 - a) Participation is otherwise prescribed by statute or regulation;
 - b) Subject matter is deemed minor in nature and council has authorized that no public engagement is required.

GUIDELINES:

Goals for 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.

PROCEDURE:

1. Council will communicate and engage citizens to allow for input throughout the decision-making process for events identified in this policy.
2. The event will determine the type and level of engagement. The events will be listed in Schedule "A".
3. If two types of engagement are identified in Schedule "A", Council will determine the type required.
4. The process of engagement that Council can select is listed in Schedule "B".
5. Council will communicate back to the public after a decision has been made.

POLICY DATE:

December 6, 2023

May 16, 2018

REFERENCE:

Motion #23-529

Motion # 18 – 187

SUPERSEDES:

LAST REVIEWED:



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SCHEDULE "A"

Category	Event	Type of Engagement
Council	Annual Budget	1 or 2
	Bylaw Review & Development	1 or 2
	Policy Review and Development	1 or 2
Planning & Development	New or Amended Area Structure Plans, MDP, Land Use Bylaw	2
	New or Amended Area Redevelopment Plans	2
	Planning Documents i.e. Pedestrian Plan, Downtown Revitalization	3
	New or Amended Community Sustainability Plan	3
Protective Services	Change in Service Level from Fire Department or Bylaw Enforcement.	1
	Municipal Emergency Plan	1
Operations	Public Works Affecting Adjacent Land Owners	1
	Construction of Infrastructure	1
	Traffic Management and Studies	2
Community Services	Trail Development	2 or 3
	Development of Park Green Space	2 or 3
	Public Facility Development or Closure	2 or 3
	Recreation Plans i.e. Facilities or Master Plans	3

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SCHEDULE "B"

TYPE & LEVEL OF ENGAGEMENT		
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.
CHARACTERISTICS		
<ul style="list-style-type: none"> • Decisions are routine and part of the operations • Decisions are dictated by law • There is an urgent need to respond to the public • A person with authority is acting within their authority 	<ul style="list-style-type: none"> • Public notification and input are required by law • The decision is a known concern to other parties • The decision will affect the lifestyle or habits of citizens • Risk is perceived to be associated with the decision • Council or Administration requests public input prior to making a decision 	<ul style="list-style-type: none"> • Municipal Representatives acting in partnership • Sharing the decision making process • Allowing
PROCESS		
<ul style="list-style-type: none"> • News paper • Website • Radio • Social Media 	<ul style="list-style-type: none"> • Survey • Polls • Open House • Public Hearing • Council Meeting Delegation • Committee of the Whole 	<ul style="list-style-type: none"> • Task Force • Steering Committee • Workshops
Directive Decision Notification to the Public	Constatative Decision Consultation with the Public	Collaborative Decision Joint Decision

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