

**Village of Veteran
Public Participation Policy #25-18**

August 28, 2018

1. Purpose:

In accordance with the *Municipal Government Act*, this policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly 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*.

2. Definitions:

- a) “Advertising” is paid space in the media to inform citizens of a service, program, event or to relay a message to comply with the requirements of the *Municipal Government Act* (MGA);
- b) “Citizen” is a person; living within the municipality, being a landowner or renter;
- c) “Consultation” is a method to seek advice, feedback and information where the Council seeks the views of the citizenry, community stakeholders, and organizations who deliver service to the citizens;
- d) “Disaster” is a situation that has or may disrupt service, affect the safety of the public or cause or have the potential to cause significant loss or damage to personal property and municipal infrastructure;
- e) “Emergency” is an event which requires promote action to limit a threat to public safety or damage to property;
- f) “General Mail” means delivered by Canada Post or a bonded courier;
- g) “Media” is a representative of the print (newspapers) and electronic media (radio and television);
- h) “Media Advisory” is notice circulated to the media, by the municipality, to announce upcoming events such as new conference or a public meeting.
- i) “Media Release” is a factual written summary of information issued to the media for the purpose of making a public statement or announcement;

- j) “Public Participation” is a method used by the municipality to garner feedback and input into municipal matters using a public hearing, open house, annual meeting, workshop, training session, survey or written submission;
- k) “Social Media” are platforms used to provide information to the public, including but not limited to Facebook, email, municipal website and a newsletter; and
- l) “Stakeholder” is an individual, group of individuals, elected representatives or organization with an interest in the outcome of a decision.

3. Guidelines:

- a) Information provided to the public regarding municipal policies, programs, services and initiatives may be made available to the public using one or all of the following:
 - 1. Social media;
 - 2. Municipal newsletter;
 - 3. Email;
 - 4. General mail; and
 - 5. The Media.
 - 6. Posted at the Post Office and at Village Office.
- b) Public events such as an open house may be arranged by Council, to communicate information regarding a major development. municipal services programs or to relay information affecting public health, safety and essential services.
- c) Social media communications may be used to provide general information to the public to facilitate citizen participation and increase the transparency of government.
- d) Social media may be used to increase efficiencies in administration by providing a platform to distribute official notices, tender packages and requests for proposals.
- e) Media reporting shall be reviewed as often as possible to monitor and respond to current topics and trends, including those that may result in the need for action or response by the municipality.
- f) Administration is authorized to advertise all information required by the MGA and public information meetings authorized by Council through budget initiatives.
- g) Generally, the municipal spokesperson, when responding to the media, shall be the Mayor.

- h) Administration shall respond to the media, only when providing clarification or information contained in a Council directive policy or municipal bylaw.
- 4. Public Consultations:**
In addition to the public consultation processes required in the MGA, the municipality shall:
- a) Inform citizens and stakeholders about opportunities to participate in public consultation and citizen engagement processes using the municipal website, social media, print, electronic media, or posted at the Post Office and Village Office.
 - b) Inform the media of events where citizens and stakeholders are taking part in the public consultation and citizen engagement process; and
 - c) Inform participants and citizens, in summary form, of the results of the public consultation.
- 5. Advertising:**
- a) The Municipality will consider the most cost effective method of advertising.
 - b) Public hearings requiring advertising in accordance with the MGA, may also be advertised using the municipal website, social media, newsletter, email, general mail and posted at the Post Office and Village Office.
 - c) Information package in printed form may be provided at the Village Office during regular office hours.
- 6. 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 on the Village's website.
 - d) This Policy will be reviewed at least once every four years.
- 7. End of Policy.**