

---

# Village of Youngstown

## PUBLIC PARTICIPATION POLICY # 18 – 6

### September 7, 2021

#### I. PURPOSE

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 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*.

#### II. GENERAL POLICY PRINCIPLES

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

1. Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
2. Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
3. Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
4. 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.

#### III. DEFINITIONS

1. **Citizen** is a person; living within the village, being a landowner or renter.
2. **Public Participation** means a method used to receiver feedback and input into decision making using a public meeting, survey, open house, workshop, social media or written submission.
3. **Social Media** used to provide information to the public including but not limited

to Facebook and email.

4. **Stakeholder** is an individual, group or organization that has an interest in the outcome of a decision.
5. **Statutory Requirement** is a requirement written into law passed by the provincial or federal government.
6. **Non Statutory Requirement** is a rule based on customs, precedents or court decisions.

#### **IV. POLICY RESPONSIBILITIES**

##### **Village Council Responsibilities**

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 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 ongoing, implementation of consistent, comprehensive public participation programs.
5. Request for information from administration on the timing, appropriate methods and resources required for public participation, prior to directing administration to undertake a public participation activity on a specific item.

##### **Administration Responsibilities**

1. Communicate to Council and the community, where appropriate, how public input was gathered and used in recommendations.
2. Maintain public participation processes that ensure a coordinated and standardized approach to public participation across the organization and provide opportunity for engagement on ongoing and emerging issues.
3. Make recommendations to Council on appropriate resources required for public participation.
4. Develop all necessary processes that support the implementation of this policy.
5. Recommend to Council processes and timelines for statutory and non statutory requirements for public participation activities.

#### **V. PUBLIC CONSULTATIONS**

In addition to the public consultation processes required in the MGA, the village shall

1. Offer public participation opportunities when:

- a. Identifying Council priorities
  - b. New programs or services are being established
  - c. When gathering input or formulating recommendations to Council regarding plans and budgets
  - d. As otherwise directed by Council
2. Inform participants and citizens, in summary form, of the results of the public consultation.

## **VI. ADVERTISING**

1. The Municipality will consider the most cost effective method of advertising.
2. Public hearings requiring advertising in accordance with the MGA, may also be advertised using the municipal website, social media, general mail and posted at the Post Office and Village Office.
3. Information package may be provided in printed form at the Village Office during regular office hours.

## **VII. LEGISLATIVE AND POLICY IMPLICATIONS**

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.

The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.

All Public Participation will be undertaken in accordance with all existing municipal policies.

This Policy shall be available for public inspection.

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