



TOWN OF HIGH LEVEL

POLICY NO. 239-11

Authority: Council
Council Motion: 059-12
Date Approved: February 13, 2012

Purpose of Policy

Public input is essential to the municipal decision making process. Council believes it would be advantageous to identify the levels and process of communication and citizen engagement required prior to making certain levels of decisions.

Goals

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. Exceed the requirements of the Municipal Government Act of Alberta.
5. Provide residents an opportunity to be involved in decisions that may impact their community.

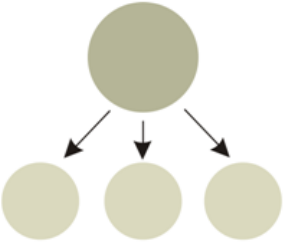
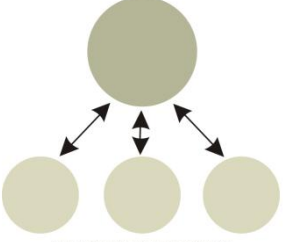
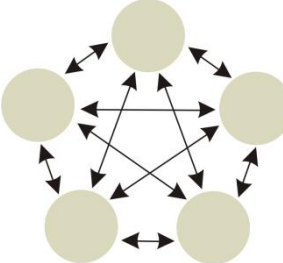
Procedures

1. Council will communicate and engage the 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 are 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.

SCHEDULE "A"

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

SCHEDULE "B"

TYPE AND 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"> Decision is routine and part of the operations Decisions are dictated by law There is an urgent need to respond to 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
 <p>DIRECTIVE DECISION</p>	 <p>CONSULTATIVE DECISION</p>	 <p>COLLABORATIVE DECISION</p>