



POLICY NO: 617

RESOLUTION NO: 17-309

CATEGORY: PUBLIC PARTICIPATION

DATE OF APPROVAL: Sept 11, 2017

Purpose:

To help guide the Town of Falher's public participation efforts in a fair and pragmatic manner over and above the legislative requirements.

Town of Falher recognizes public participation as an essential component in a responsible, transparent and well-informed decision making process.

A higher degree of public participation will:

- Lead to a better and more responsible decision making process
- Lead to greater relationships with citizens
- Mitigate complaints and concerns

Application of this Policy:

The Town of Falher may use discretion and take into account any practical concerns such as confidentiality, budget and personnel resources in the application of this policy.

The Town of Falher's decision making process shall be separated into two distinct classes: Informative Decisions and Consultative Decisions.

1. Informative Decisions will be those that will require the Town to inform the public of the decision made.

Informative Decisions shall include, but are not limited to:

1. Decisions that are accepted as routine and part of the Town's normal operations.
2. Decisions where an authority is acting within their authority.
3. Decisions where a response is required immediately.
4. Decisions that are dictated by law or legislation.
5. Decisions that have substantial effect only on those who have already agreed to be affected through some form of contract.

The following methods may be used to inform the public of informative decisions:

1. Local newspaper (Smoky River Express)



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2. Town of Falher website
3. Council meeting minutes
4. Mailed letters
5. Any other method deemed sufficient

2. **Consultative Decisions** will be those that may require the Town to solicit public participation.

Consultative Decisions may include, but are not limited to:

1. Public notification and participation required by law.
2. Decisions that may have a significant impact on other parties.
3. Decisions of known concern to other parties.
4. Decisions of an emotional or moral nature.
5. Decisions perceived as high risk.
6. Decisions where council or administration request public participation:

Consultative decisions may use the following methods to facilitate public participation:

1. Public hearings
2. Open houses
3. In person meetings
4. Focus groups
5. Surveys
6. Council delegations
7. Consideration of written submissions
8. Any other method deemed sufficient