 <p>The Municipality of Port Hope</p> <p>ADMINISTRATION POLICIES AND PROCEDURES</p>	POLICY: Community Consultation	
	PROCEDURE(S):	
	APPLICATION(S): All Municipal Employees, Members of Council and Members of Boards, Committees and Commissions	
	EXCLUSION(S):	
	SUPERCEDES:	
	APPROVED DATE: April 19, 2011	REFERENCE
EFFECTIVE DATE: April 19, 2011	BY-LAW No: 56/2011	

Municipality of Port Hope Council (“Council”) is committed to open, responsive, accountable and transparent decision making through communication and consultation with the community.

This Community Consultation Policy sets out the process for public participation in the decision-making process for potential projects and initiatives and for the management of community resources. The policy provides opportunities to make suggestions, clarify information, raise issues and discuss ideas, options and views.

The policy will apply to those projects with a significant scope and potential impact on the community, the environment, level of service or health and safety. Operational, maintenance or emergency functions would not typically be subject to community consultation but when practical will include public notice.

Purpose


The purpose of this Policy is to outline the principles and procedures to involve the community in planning and decision-making and to ensure accountability to the community through effective communication and consultation strategies.

The Policy will apply in those circumstances where the applicable legislation dictates communications requirements and for other public consultation initiatives where the Policy is applicable.

Goals

The Municipality of Port Hope Community Consultation Policy is designed to:

1. Promote decision making which is open, transparent, responsive and accountable to the community
2. Promote positive relations, effective communication, and consultation with the community

 <p>The Municipality of Port Hope</p> <p>ADMINISTRATION POLICIES AND PROCEDURES</p>	POLICY: Community Consultation	
	PROCEDURE(S):	
	APPLICATION(S): All Municipal Employees, Members of Council and Members of Boards, Committees and Commissions	
	EXCLUSION(S):	
	SUPERCEDES:	
APPROVED DATE: April 19, 2011	REFERENCE	
EFFECTIVE DATE: April 19, 2011	BY-LAW No: 56/2011	

3. Provide the framework for community involvement in planning and decision making

Guiding Principles


The Community Consultation Policy is based on the following principles, which Council believes are central to achieve effective communication and consultation and provide an opportunity for residents and stakeholders to provide meaningful contribution:

1. Council decision making should be open, transparent and accountable
2. The community has a right to be involved in and informed about key decisions affecting the Municipality and its ratepayers
3. The consultation process and opportunities for community involvement will be identified for each specific issue
4. Communications will be accessible and easily understood and, where applicable, a range of appropriate opportunities will be available to be involved in the decision making process
5. Community input will be considered in the decision-making process
6. Decisions will not be made on the basis of community consultation alone; other influences such as budgetary constraints, applicable legislation, Staff expertise, and Council-endorsed strategic directions will be considered.
7. The Community Consultation Policy will be reviewed regularly to ensure ongoing improvement to the process

PROCEDURE

Roles and Responsibilities

The Policy will apply to Council and its Committees, its local Boards, Municipal Staff, contractors, and agents or consultants acting on behalf of the Council.

 <p>The Municipality of Port Hope</p> <p>ADMINISTRATION POLICIES AND PROCEDURES</p>	POLICY: Community Consultation	
	PROCEDURE(S):	
	APPLICATION(S): All Municipal Employees, Members of Council and Members of Boards, Committees and Commissions	
	EXCLUSION(S):	
	SUPERCEDES:	
	APPROVED DATE: April 19, 2011	REFERENCE
EFFECTIVE DATE: April 19, 2011	BY-LAW No: 56/2011	

Municipal Staff will:


1. Implement communication and consultation initiatives in accordance with the Community Consultation Policy
2. Identify a range of options, aligned with the level of public interest in a matter, to communicate information to interested persons and invite input
3. Provide public notice in accordance with By-law 127/2007 which outlines the Municipality's Public Notice Policy as applicable to the level of anticipated participation
4. Invite interested parties to make submissions for a period of at least fourteen (14) days from the date of the notice
5. Consider all submissions received as part of the decision-making process

Step 1

Where the level of community consultation is not already prescribed by other legislation, Staff will review the matter and based on operational procedures and expertise, determine the appropriate level of community consultation.

When community consultation is required, a meeting is held which could include: Staff project lead, applicable Department Head, department Chair, and the Communications Coordinator (as an informal team) to review the project with the key objective of obtaining public input and considering the level of public participation that is appropriate to the project/initiative.

Projects of a major scope or impact would address plans for community consultation in the initial Staff report to Council.

 <p>The Municipality of Port Hope</p> <p>ADMINISTRATION POLICIES AND PROCEDURES</p>	POLICY: Community Consultation	
	PROCEDURE(S):	
	APPLICATION(S): All Municipal Employees, Members of Council and Members of Boards, Committees and Commissions	
	EXCLUSION(S):	
	SUPERCEDES:	
APPROVED DATE: April 19, 2011	REFERENCE	
EFFECTIVE DATE: April 19, 2011	BY-LAW No: 56/2011	


Step 2

The chart below will demonstrate examples of the community consultation process

Level of Public Participation	Examples of Projects & Initiatives	Examples of Notice/Participation Some approaches may include
Advisory Level	<ul style="list-style-type: none"> • Addition/ change to traffic signage • Notice of road closures or non-standard waste collection • Change to level of service 	<ul style="list-style-type: none"> • Notices in newspaper/website/social media • Public "front counter" notice posted • Possible mail notice to abutting landowners • Notify participants/those directly affected
Small Scale Consultation	<ul style="list-style-type: none"> • Park/ minor land development • New road construction • Zoning amendment • Moderate change to level of service 	<ul style="list-style-type: none"> • Notices in newspaper/website/social media • Mail notice to abutting land owners within 120m radius (required under Planning Act) • Open House and/or Public Meeting • Applicable Municipal EA requirements
Large Scale Consultation	<ul style="list-style-type: none"> • Municipal Master Plan • Closing or opening a major Municipal facility • Major change to level of service 	<ul style="list-style-type: none"> • Notice in newspaper/website/social media • Workshops & Open Houses, Public Meetings • Formal Public Meeting to build upon input received thus far and determine community-wide opinion • Consultation with Advisory Committees where appropriate

Step 3 - Unless otherwise specified by legislation (i.e. Planning Act or Municipal EA Process), staff can utilize the Federation of Canadian Municipalities resource Local Government Participatory Practices Manual (attached) which details various forms of participation from a permanent resource centre or citizen advisory group, to a simple design charrette or survey – and how to effectively organize and execute each type. Public input should be submitted in writing where possible.

Step 4 – Where public comments are invited, all comments received will be included in a report to Council with recommendations on next steps. All those who submitted

 <p>The Municipality of Port Hope</p> <p>ADMINISTRATION POLICIES AND PROCEDURES</p>	POLICY: Community Consultation	
	PROCEDURE(S):	
	APPLICATION(S): All Municipal Employees, Members of Council and Members of Boards, Committees and Commissions	
	EXCLUSION(S):	
	SUPERCEDES:	
	APPROVED DATE: April 19, 2011	REFERENCE
EFFECTIVE DATE: April 19, 2011	BY-LAW No: 56/2011	

comments will receive written acknowledgement and a copy of the report to Committee of the Whole.

Step 5 - Once a decision has been made, the team then meets to de-brief on the matter and suggest any potential improvements to the Community Consultation Policy to Management Team for consideration to update the policy.