



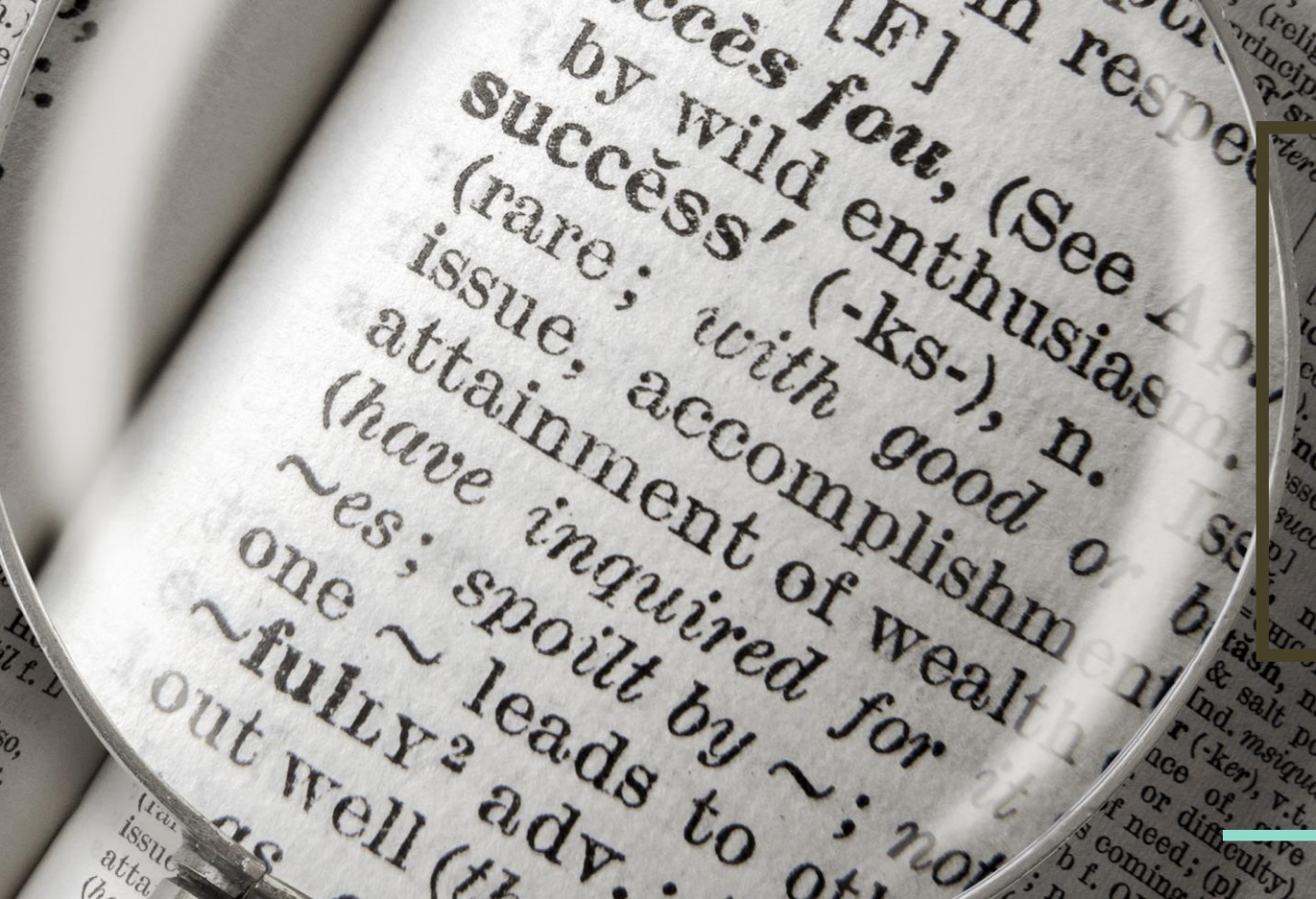
MUNICIPAL PARTICIPATION GUIDE

T O W N O F F O X C R E E K

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TOWN OF FOX CREEK

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F O X C R E E K

1 .

Citizen Engagement **MATTERS**

Citizen participation and engagement is pivotal cornerstone in our community. As your local government, our main goal is to represent and protect the everyday interests of our citizens.

Through engagement with our citizens we can:



Provide

The best programs, services, and infrastructure possible.



Continue

Building a relationship and trust with the community.



Maintain

A successful local government.

2. Public Input: GET THE BIGGEST BANG FOR YOUR BUCK



Level of Participation

- Users and beneficiaries of the activities and funds of the partnership
- Advisers. When you would like their guidance and feedback
- Contributors to Management through membership of forums and steering committees
- Decision makers primarily through their membership of the partnership board
- Deliverers of projects and programs



Communication

- Ensure that your message is clear and concise
- Keep to the point and make sure your presentation is no longer than fifteen (15) minutes



Feedback

- How and when feedback is required
- Further opportunities
- Flexibility with next steps. Be open to compromise



Stakeholders

- Who represents the interest group?
- What are the impacts to their interests?
- Are there existing community networks or forms of communication?
- Are there gaps in information?
- Is there relevant policies in place?



Staging

- Consider the different forms of presenting your message. Which is most appropriate for your group?



Resources

- Background information on plan proposals or issues
- Communications and promotion
- Reports/corresponding information
- Resourcing local community groups/businesses to support you. Work with others!
- Have proposal documentation ready



Learn

Attend

Consult

3. BE INFORMED

- Learn what decisions have already been made, or partially made, that may impact your proposal
- Familiarize yourself with the ways our municipality works (i.e. bylaws, procedures, policies, dates and times)
- Attend a council meeting to experience how decisions are made
- If proposing zoning, development, or services, consult the people who are in the know. (e.g. Administration, the development officer, local community associations/non-government organizations)

FOX CREEK

4. MUNICIPAL Decision Making

A . HOW ARE DECISIONS MADE



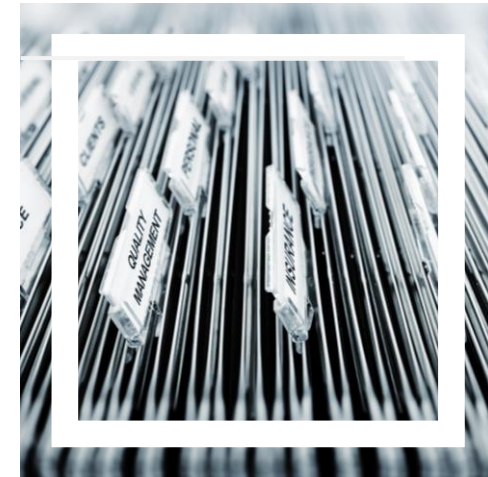
COUNCIL

A bylaw that must be advertised. Depending on the type of bylaw being brought forward, a public hearing must be held after first reading and prior to second and third readings.



ADMINISTRATIVE: With Right of Appeal

A decision made by an administrator or administrative committee. Those affected are notified and given an opportunity to appeal to a civic board within an established timeframe.



ADMINISTRATIVE: Without Right of Appeal

Administration has the power to make many decisions about municipal services, signs, construction, etc.. These decisions may be advertised but it is not required. Public input may or may not be requested.



4.

MUNICIPAL Decision Making

B. NOTIFYING THE PUBLIC

Notifying the public of various decisions made by either Council or Administration can be done in a variety of ways and for a variety of reasons.

Input is sometimes required when a bylaw is changed or introduced. Input is generally requested through social media, newspaper ads, mailing a notice, and public hearings.

Other notifications may not be required but are provided to inform the public of decisions that may be of interest to them. This is generally done via the Town website and social medias.

Development permits that may affect neighbours, or others, requires that those affected be notified by mail, direct contact, or media and given opportunity to appeal.

4. MUNICIPAL Decision Making

C . C O U N C I L D E C I S I O N S

FOX CREEK



1

Council decisions can only be done by passing a bylaw or by resolution/motion

2

These decisions can only be changed by rescinding the previous bylaw or resolution

3

If you, as a member of the public, would like to offer your input on any subjects brought to Council for their decision it is best to do so prior to the passing of the bylaw or motion. This can be done by attending Public Hearings and Regular Council Meetings.

4. MUNICIPAL Decision Making

D . A D M I N I S T R A T I V E D E C I S I O N S : D O I H A V E A R I G H T O F A P P E A L ?

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- Council has set up several appeal boards in order to address citizen complaints. Depending on the complaint, appeals can also be made to the Courts and Provincial Appeal Boards.

If a decision affects you, contact Administration prior to the decision being made to see what your options are. Otherwise, you will be required to follow the appeal process.

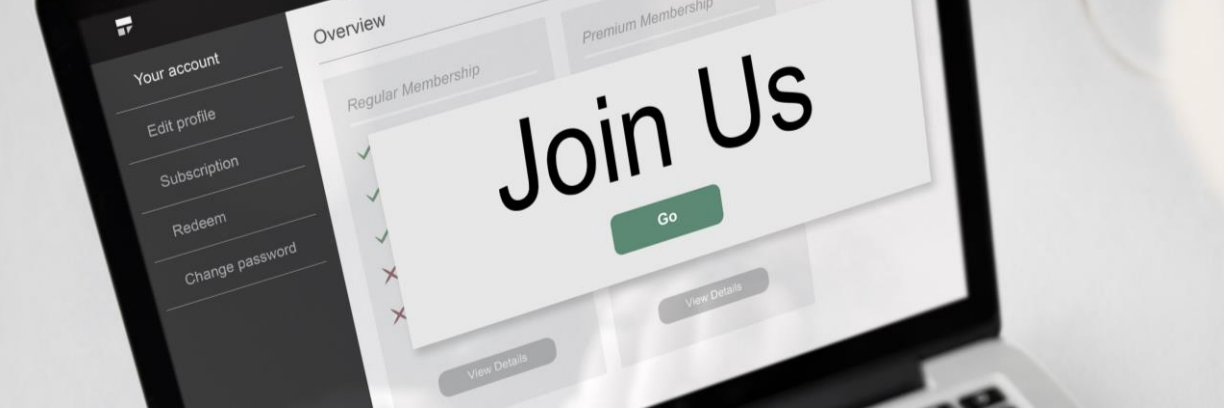
- Some operational decisions made by Administration do not require to be passed by Council and are not subject to formal appeals. Though it is not required to notify the public in these cases, citizens can get involved early and get their input in. Members of the public can also contact Administration to ask questions and convey concerns.

4. MUNICIPAL Decision Making

E . A D V I S O R Y B O A R D S

A good way to ensure that your input is heard is to also join one of the many Council Committees and Boards.

- Council committees and boards are designed with the main purpose of advising Council and Administration on matters that pertain to the community. (e.g. heritage, culture, recreation, public services, etc.)
- Many of the boards welcome the public to sit on these boards.



Community Enhancement Committee

To address the long-term concerns relative to the aesthetic and physical appearance of downtown Fox Creek and aspects of the highway 43 corridor.

Joint Economic Development and Tourism Board

To develop an Economic Development and Tourism business plan that serves to enhance the economic development and tourism in the Town of Fox Creek and the immediate surrounding area.

Community Adult Learning Program Board

This board ensures that learning opportunities, supports, and services supported by the Community Adult Learning Program meet needs, benefit learners and are provided in a cost-effective manner to maximize the use of public funds.

Assessment Review Board

This board hears assessment appeals from concerned property owners disputing the calculation of the Regional Assessment Officer

Subdivision and Development Appeal Board (SDAB)

To make decisions on appeals of subdivision or development decisions made by the Development Officer or Municipal Planning Commission

Municipal Planning Commission (MPC)

To deal with land use planning matters with particular emphasis on the land use bylaw

Culture and Recreation Board

To create a healthy, strong, community by meeting the leisure and social needs of the community

LEARN

Learn the dates and times of upcoming meetings. This information can be obtained on the Town of Fox Creek website or by phoning the Town Office

ENSURE

Ensure supporting documentation is submitted by the deadline. All delegations are required to submit supporting documents for what is to be discussed by 12:00 PM of the Wednesday prior to the meeting.

* If additional information is presented during the meeting, ensure there is enough copies for all Councillors, and Administration.

FIND

Find out what the meeting process will be. After presenting, delegations are dismissed from the delegation table. Decisions, if requested, will be made following all delegation presentations

5. **TIPS** for Successful Presentations

Here are some helpful tips when preparing for your Council presentation:

REGISTER

Register in advance to speak. Fill out the Agenda Item Request form and submit for Administrations approval. The form is available on the website, at the Town Office and can be requested via email. Make sure to include whether you need presentation equipment (e.g. projector)

If you can no longer attend the meeting scheduled, please ensure you provide notice well in advance.

MAKE

Make you point succinctly. If presenting as a group, use your time wisely. Try to keep your presentation to maximum of fifteen (15) minutes.

REMAIN

Remain civil. All delegations are expected to abide by the current Proceedings of Council Bylaw.

6. CONTACT Us

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