

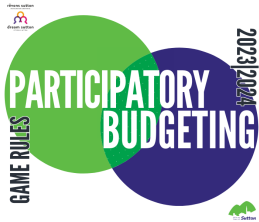


# PARTICIPATORY BUDGETING

**GAME RULES**

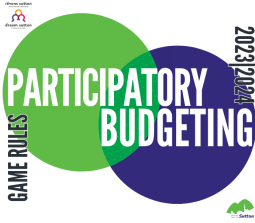
**2023|2024**





## Table of contents

A – DESCRIPTION .....	3
B – TERRITORY .....	3
C – AMOUNT ALLOCATED TO THE CITIZEN PARTICIPATORY BUDGET   SUTTON 2023 .....	3
D – OBJECTIVES .....	3
E – PROJECT ELIGIBILITY CRITERIA .....	3
F – FORMS AND METHODS OF PARTICIPATION .....	4
G – COORDINATION .....	5
H – STEERING COMMITTEE .....	5
I – QUALITY OF LIFE ADVISORY COMMITTEE .....	6
J – MAIN STEPS OF THE PROCESS .....	6
K – DETAILS OF THE STEPS .....	7
1. Launch of the first edition of the citizen participatory budget   Sutton 2023 .....	7
2. Public Information Session .....	7
3. Ideas generation workshop .....	7
4. Project submission .....	8
5. Preliminary assessment of project eligibility .....	8
6. Public session   Presentation and improvement of projects .....	8
7. Deadline for submission of final projects .....	9
8. Analysis and improvement (if applicable) of projects by the administration .....	9
9. Selection of eligible projects .....	9
10. Communication of the list of eligible projects and the voting process .....	10
11. Voting period .....	10
12. Compilation of votes .....	10
13. Adoption of the prioritized project(s) .....	11
14. Public Communication   Announcement of prioritized project(s) .....	11
15. Implementation of prioritized project(s)   2023-2024 .....	11
L – LEXICON .....	11



## A – DESCRIPTION

The participatory budgeting is a **democratic process** by which the population of Sutton decides how to spend a sum of money allocated for this purpose by the municipal council of the Town of Sutton. This is the first edition of Sutton's citizen participatory budget, with the intention of it becoming a regular event.

The purpose of this exercise is to involve the **public** in the **proposal** and **selection** of projects, which will then be **carried out** by the **Town**. It enables the Town to consult its citizens and respond to their expressed interests and needs.

Active public participation in such a process provides an opportunity for community members to work together and interact positively with members of the Town Council and the administration.

The process also allows **youth** and those who do not normally participate in community and democratic life to become interested and involved. The process is intended to be **open, transparent, and simple**.

## B – TERRITORY

The Sutton participatory budget seeks one or more projects that will be implemented on the **territory of the Town of Sutton**.

## C – AMOUNT ALLOCATED TO THE PARTICIPATORY BUDGETING | SUTTON 2023

The total envelope for the year 2023 is \$50,000.

## D – OBJECTIVES

1. To allow the Sutton Citizens to **propose** projects that respond to the needs or interests of all or certain groups in the community.
2. To allow the Sutton Citizens to **decide** in which projects the allocated budget will be invested.
3. Encourage citizen and collective **involvement**.
4. **Raise awareness of** the democratic process.

## E – PROJECT ELIGIBILITY CRITERIA

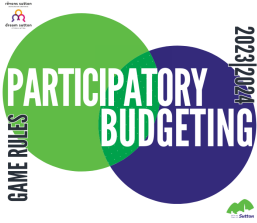
1. The project must be **proposed by a Sutton Citizen**.



2. It must be for **the acquisition of equipment, capital assets, landscaping or the purchase of plants**. The project must be an investment: a purchase, installation, equipment, construction that lasts, or has the purpose of greening or landscaping. It may include minimal fees and consulting costs but must not be solely (or largely) for such costs.
3. It must **not** generate **recurring costs** (unless they are minimal) or operating expenses or staffing. For example:
  - A project is eligible if it will require repainting tables every two years.
  - A project is ineligible if a rent must be paid.
4. The project is for the common good or in the **collective interest**, particularly by improving the quality of life of the population. For example, a project that benefits mainly teenagers is eligible because they are part of the community.
5. It must be able to be **completed by 2024**.
6. It must **not be something already underway or planned in the near future** by the Town of Sutton. This requirement will be verified by the Town or the steering committee after a project is submitted.
7. It must have a **useful life of at least 3 years**.
8. It must have a **maximum cost of \$50,000, net taxes included**.
9. It must also **respect the following rules**:
  - It must be consistent with the laws, by-laws, policies and action plans of the Town of Sutton, and the laws that govern it.
  - It must fall under the responsibility of the Town of Sutton.
  - It must not require the acquisition of land, premises or buildings.
  - It must be financially, technically, and legally feasible within the financial framework and time frame described in this document.
  - The benefits generated by its use, usage or installation must not be for private use at any time.
  - It must be installed, constructed, or developed on Town-owned land or public land for which the applicant has obtained a signed consent acceptable to the Town of Sutton at the time of submitting the project.

## F – FORMS AND METHODS OF PARTICIPATION

1. Who can **propose** a project?
  - All **Sutton Citizens**.



- If the proposed project is the work of several people, one of them must be designated on the form to represent the group. This person becomes the **Project Lead**.
- A person who is not a Sutton Citizen may participate in the development of the project but **may not** be a Project Lead.
- If the proposed project is carried out **by a minor or minors**, a Sutton Citizen aged 18 or over must be designated on the form as the Project Lead to represent the minor or group of minors.

## 2. Who can **vote**?

- Any **Sutton Citizen 10 years of age or older** at the time of voting. Each Sutton Citizen can submit **only one** voting paper.

## G – COORDINATION

The coordination of the prioritized projects is ensured by the **representative designated by the Town of Sutton**. Their role is to ensure the logistics of the process, the follow-ups and the links between the Project Leads, the Steering Committee, the population of Sutton and the various departments of the Town.

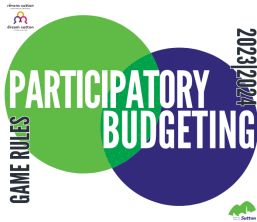
## H – STEERING COMMITTEE

Steering Committee:

- **analyzes** the eligibility of projects.
- **confirms** the final list of projects that will be submitted to the citizens' vote.
- **counts** the votes.
- **declares** which projects are prioritized by the population.

The Steering Committee is **composed of the following 7 people**:

Name	Title	Represents
Jonathan Fortin	Deputy General Director   Registrar and General Counsel	Town of Sutton
Lynda Graham	Town councillor and member of the Quality of Life Advisory Committee	Town council
Thérèse Leclerc	Town councillor and member of the Quality of Life Advisory Committee	Town council
Sylvie Grégoire	Member of the Quality of Life Advisory Committee	Citizens



Lori Hoey	Member of the Quality of Life Advisory Committee	Citizens
Louis Taillefer	Member of the Quality of Life Advisory Committee	Citizens
Audrey Bridger	Member of the Quality of Life Advisory Committee	Young citizens

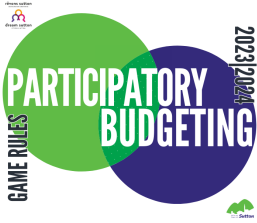
In the event that a vacancy occurs during the period between the launch of the Participatory Budgeting and the confirmation of the prioritized project(s), the position will be filled by a member of the Quality of Life Advisory Committee, at the discretion of that Committee.

### I – QUALITY OF LIFE ADVISORY COMMITTEE

The Quality of Life Advisory Committee plays a role in the participatory budget project. It makes recommendations to the Town Council regarding the proposal, development and improvement of projects, and the voting process. Its members work with the Town to communicate and promote the participatory budget to as many citizens as possible. It works with the Town to organize an ideas generation workshop and a public session to present and improve ideas. Committee members are called upon to act as ambassadors for the promotion of the participatory budget project and to perform any other task that the steering committee may delegate to them from time to time.

### J – MAIN STEPS OF THE PROCESS

Steps	Activity
1	Launch of the participatory budget project
2	Information Sessions (public session): What is a participatory budget and how does it work?
3	Ideas generation workshop (public session)
4	Submission of projects
5	Preliminary assessment of the eligibility of the projects submitted
6	Workshop for the improvement of eligible projects (public session)
7	Deadline for submission of final projects
8	Analysis and improvement (if applicable) of projects by the municipal administration
9	Determining the final list of eligible projects to be voted on
10	Communication of the list of eligible projects and presentation of the voting process



11	Voting period
12	Compilation of votes
13	Adoption of prioritized project(s) by Town Council
14	Announcement of prioritized project(s)
15	Implementation of the project(s) prioritized by the Town of Sutton

## K – DETAILS OF THE STEPS

### 1. Launch of the first edition of the citizen participatory budget | Sutton 2023

The Town of Sutton, in collaboration with the Quality of Life Advisory Committee, organizes a launch to **announce the opening of the participatory budget** and the composition of the Steering Committee to the public. The Town decides on the means of communication to reach the greatest number of people.

### 2. Public Information Session

The Town of Sutton, in collaboration with the Quality of Life Advisory Committee, organizes two **public information sessions** to present and explain the criteria to the population and answer questions. Examples of projects completed elsewhere will be presented.

At least one information session will be filmed and made available on YouTube and on the Town's website to allow those who were unable to attend to learn more, and to allow those who wish to submit projects to refer to them to develop their proposals.

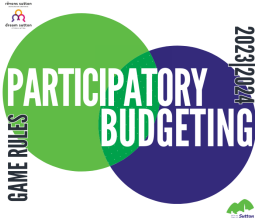
### 3. Ideas generation workshop

The Town of Sutton, in collaboration with the Quality of Life Advisory Committee, is organizing an **ideas generation workshop**, led by a facilitator(s), to :

- support those who already have an idea for a project;
- spark other ideas;
- foster creativity;
- encourage collaboration among citizens.

These workshops aim to reach a wide range of citizens (youth, seniors, etc.). It will also be possible to view one of the workshops online (but without the possibility of active intervention).

A reminder of the criteria and process for participation will be provided at each session.



People who are unable to attend the workshops will also be able to **submit their ideas online** by filling out the online form or leaving a message on a voice mailbox. These ideas may be shared during the presentation and improvement of projects session.

#### 4. Project submission

Those wishing to propose a project must ensure that it **meets the eligibility criteria** outlined in these Rules. These criteria are also published on the Town's website.

The Project Leads must **fill out the form** created for this purpose (available on the website or at the reception of the Town Hall or at the Tourist Office) and send or deliver it to reception at the Town Hall of Sutton, or by email to the address indicated on the form. The form is available in both English and French.

The **deadline** for submitting the form will be announced at the launch.

#### 5. Preliminary assessment of project eligibility

The Steering Committee will **review the eligibility of the proposed projects**, based on the eligibility criteria set forth in these Rules. The Steering Committee may consult with the Town's general management to obtain any extra information necessary for their evaluation. Projects that meet the criteria are deemed eligible and may proceed to the next steps. When the Steering Committee anticipates to reject a project as ineligible, it will contact the Project Lead to suggest **changes that could make the project feasible**.

The Project Lead is informed of the decision of the Steering Committee. The title and a short description of eligible projects are published on the website.

#### 6. Public session | Presentation and improvement of projects

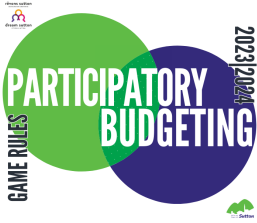
The Town of Sutton, in collaboration with the Quality of Life Advisory Committee, organizes a **public presentation of eligible projects**.

The Project Leads will be able to present its project to the public and receive suggestions, comments and offers of collaboration from the people present at this meeting. Participation by a Project Lead at this meeting is not mandatory, but it is strongly recommended since it allows for the improvement of the projects and the validation of the population's interest in them.

**For the Project Leads**, the objectives of this meeting are to:

- to enrich the project.
- to exchange with other Project Leads and with the people present.
- identify similar projects and merge them whenever possible.
- to gauge public interest in their project.
- to foresee the feasibility of the project at the technical, financial and legal level.





**For the public**, the objective of this meeting is to allow them to:

- to learn about the proposed projects.
- to offer their help to one or more Project Leads.
- to actively participate in the Town of Sutton's participatory budget process.

Anyone interested can attend the meeting.

## **7. Deadline for submission of final projects**

Project Leads and their team members, if applicable, finalize their proposal and submit the **final version of the project** on the website or at Town Hall reception by the specified deadline. The application form is available online, at the Town Hall reception desk or the Tourist Office.

## **8. Analysis and improvement (if applicable) of projects by the administration**

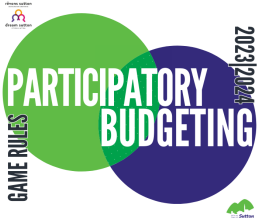
After the final submission deadline, the Town's designated representative ensures **that each proposal is forwarded to the Town department** that, in their opinion, is best able to analyze it effectively. At the discretion of the representative more than one department may be involved in this analysis. The purpose of this process is to verify the technical, legal and financial feasibility of each project and, if necessary, propose any changes, with the consent of the Project Lead, to make the project possible.

The department(s) analyzing a proposal **may invite the Project Lead** to discuss certain aspects of their project and may suggest modifications to improve it or make it feasible. During such a meeting, the Project Lead may be accompanied by one or more members of the team proposing the project.

For each project submitted to this analysis, the Town's designated representative issues a **written opinion that** qualifies the project as "feasible" or "not feasible", as well as a short explanation of the reasons for his decision. The Project Lead and the citizens are notified of the results of this analysis.

## **9. Selection of eligible projects**

The Steering Committee reviews each project that has received an opinion from the designated representative marked "feasible". It ensures that the project complies with the eligibility criteria and **draws up a list of all the projects that can be submitted to a vote by the population**.



## 10. Communication of the list of eligible projects and the voting process

The Town **will inform** the Project Leads and the citizens of the list of eligible **projects that will be submitted to a public vote** via the website and any other means of communication, as determined by the Towny.

For each eligible project, the list describes:

- The name of the project
- A brief description
- Expected effect
- The location of the installation or development
- Estimated cost of the project

The names of the Project Leads are not included on the list. This is to **encourage an objective citizen vote**, rather than a personalized vote in support of the project leader or members of his team, if applicable.

The process, dates and means of voting are also announced.

Any promotion of a project must be done in good faith and with respect. The Steering Committee may ask an individual to cease behavior that it deems unacceptable.

## 11. Voting period

Each Sutton Citizen who is **10 years of age or older has one vote slip**. For example, if a couple owns an undeveloped lot and a residence on another lot, they have only one vote per person.

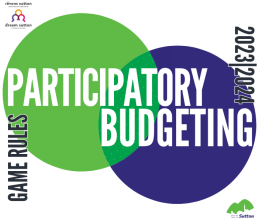
During the voting period, a Sutton Citizen eligible to vote may do so by any of the following means:

- electronically via the **website platform**.
- **in person at Town Hall during business** hours.
- **in person at voting sessions** arranged by the Steering Committee at various locations in the Town (seniors' residence, school, etc.).

The Steering Committee relies on the **good faith and honesty of the public**. It can make the necessary decisions to ensure a fair and reliable consultation.

## 12. Compilation of votes

The verification of the votes and their validity shall be handled by the Steering Committee. The Steering **Committee shall tabulate the votes**, declare which project(s) are prioritized by virtue of the vote and forward the results to the Town Council.



Any duplicate ballots will be discarded. Any ballot that is blank, illegible, non-conforming or intentionally spoiled will be rejected.

### 13. Adoption of the prioritized project(s)

Town Council **adopts a resolution confirming which project(s) that will be realized** in 2023-2024 as a result of the Town's first participatory budget process.

In the event of a tie or unclear outcome, Town Council will decide how to resolve the situation. Council may consider whether to fund a project that would be disqualified for this reason, or whether to proceed with the least expensive project(s), at its discretion.

### 14. Public Communication | Announcement of prioritized project(s)

Town Council holds a **press conference** to announce the project(s) prioritized by the citizen vote. The Town of Sutton communicates the results of the process to the community, by any other means it deems useful to reach the greatest number of people.

### 15. Implementation of prioritized project(s) | 2023-2024

The Town of Sutton adopts the resolutions, **allocates the budgets and carries out all other steps** required to realize the prioritized projects, including any call for tenders, orders, plans and specifications. It keeps the population informed of the progress of the work and its realization, through the website dedicated to the participatory budget and by any other appropriate means of communication. The implementation of the prioritized project(s) is carried out by the appropriate department, depending on the nature of the project(s).

An **official opening** will be held by the Town once the project(s) are completed. The public will be invited to attend.

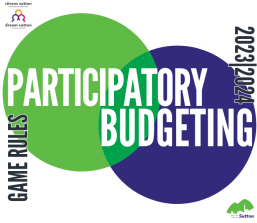
## L – LEXICON

**"Project Lead"** refers to any Sutton Citizen who submits a project or who acts as a representative of a group of Sutton Citizens, major and/or minor, who submit a project.

**"Quality of Life Advisory Committee"** means the Quality of Life Advisory Committee established by resolution number 2022-06-242 adopted by Town Council on June 1, 2022.

**"Rules"** or **"Game rules"** means this document.

**"Steering Committee"** means the committee charged with implementing the participatory budget process, whose responsibilities and membership are set forth in these Rules.



**"Sutton Citizen"** means an individual who resides full-time in Sutton as a tenant or member of a family who rents a dwelling, or an individual who is an owner or co-owner of land or a building or a member of the family of an owner.

**"Town"** means the Town of Sutton.

**"Town Council"** means the elected Council of the Town of Sutton.