



## Municipality of Crowsnest Pass Policy

Policy No:	1302-01
Policy Title:	Public Participation Policy
Approval Date:	June 19, 2018
Effective Date:	
Revision Date:	
Supersedes Policy:	n/a
Department:	Corporate Services

### 1.0 POLICY PURPOSE

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

- 1.1 Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
- 1.2 Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
- 1.3 Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation and,
- 1.4 Recognizing that although Councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision-making process.

The Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements of the *Municipal Government Act*.

### 2.0 DEFINITIONS

“**Council**” means the duly elected officers of the Municipality of Crowsnest Pass and the Chief Elected Officer or Mayor.

**“CAO”** means the Chief Administrative Officer for the Municipality of Crowsnest Pass, and his/her duly authorized designee(s).

**“Employee”** means any person employed with the Municipality.

**“Municipality” or “Municipal”** means the corporation of the Municipality of Crowsnest Pass located in the Province of Alberta.

**“Municipal Stakeholders”** means the residents of the Municipality, as well as other individuals, organizations or persons that may have interest in or are affected by a decision made by the Municipality.

**“Public Participation”** or public engagement includes a variety of non-statutory opportunities where Municipal Stakeholders receive information, provide input to the Municipality or any other form of engagement with the public utilized by the Municipality.

**“Public Participation Plan”** means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.

**“Public Participation Tools”** means the tools that may be used, alone or in a combination, to create Public Participation opportunities including, but not limited to:

- a. in-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses, and workshops;
- b. digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
- c. written participation which may include written submissions, emails, and mail-in surveys, polls and workbooks; and;
- d. representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

### **3.0 POLICY STATEMENTS**

#### **3.1 When to Utilize Public Participation**

The CAO shall determine when to trigger a public participation plan under the following circumstances:

- a. When gathering input or formulating recommendations with respect to the Municipality's budget and/or capital plans.
- b. When gathering input or formulating recommendations with respect to the Municipality's Strategic Plans.
- c. As otherwise directed by Council.

### **3.2 Public Participation Principles**

- a. The primary purpose of public engagement is to generate perspectives to help shape municipal action or policy.
- b. Public participation is a shared responsibility of Council/Administration and Municipal Stakeholders. Council/Administration has a responsibility to create the opportunity, and the Stakeholders have a responsibility to educate themselves and contribute.
- c. The Municipality of Crowsnest Pass will communicate public participation opportunities to residents and will advise how their input affects decision-making.
- d. The Municipality of Crowsnest Pass will provide Municipal Stakeholders with the information they need to participate in safe and deliberate exchanges, demonstrating respect for and encouraging discussion about other's opinions and beliefs.
- e. Public participation is dynamic and requires ongoing evaluation and adjustment to continuously improve and address the changing needs of Municipal stakeholders.

### **3.3 Public Participation Standards**

- a. Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- b. Public Participation activities will be conducted in a professional and respectful manner.
- c. Public Participation plans will consider early, ongoing and diverse opportunities to provide input.

- d. Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Council/Administration, may be excluded from Public Participation opportunities.
- e. The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies

### **3.4 Public Participation Plans**

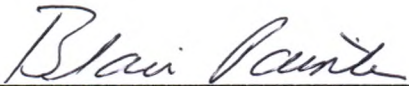
- a. When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan (see Appendix A plan template) which shall consider the following:
  - The nature of the matter for which Public Participation is being sought;
  - The impact of the matter on Municipal Stakeholders;
  - The demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement, and time for input;
  - The timing of the decision and time required to gather input;
  - What information is required, if any, to participate; and
  - Available resources and reasonable costs
- b. Public Participation Plans will, at minimum, include the following:
  - A communication plan to inform the public about the Public Participation plan and opportunities to provide input;
  - Identification of which Public Participation Tools will be utilized;
  - Timelines for participation;
  - Information about how input will be used;
  - The location of information required, if any, to inform the specific Public Participation
- c. When formal data is generated by public participation such as in a poll or survey, a report with the results will be provided to Council.

### **3.5 Legislative and Policy Implications**

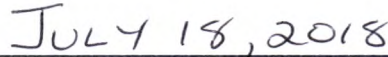
- a. All Public Participation will be undertaken in accordance with the Municipal Government Act, the Freedom of Information and Protection of Privacy Act and any other applicable legislation.

- b. All Public Participation will be undertaken in accordance with all existing municipal policies.
- c. This Policy shall be available for Public inspection and may be posted to the Municipality's website.
- d. This policy will be reviewed by Council at least once every four years.

**MUNICIPALITY OF CROWSNEST PASS**



Blair Painter, Mayor



Date



Patrick Thomas, CAO



Date