



# POLICY

Policy No. 12 -212 - 18/06/18  
Department: Administration

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## PUBLIC PARTICIPATION POLICY

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### 1. PURPOSE AND APPLICATION:

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

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

### 2. DEFINITIONS:

**Chief Administrative Officer (CAO)** means the person appointed to the position by the Council of the Town of Nanton or that person's delegate.

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

**Municipality** means the Town of Nanton.

**Public** means those stakeholders who are not typically part of the decision-making entity or entities.

**Public Participation** includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.

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

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

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

**Stakeholders** means any individual, group of individuals, organizations or political entity with an interest or stake in the outcome of a decision.

### **3. GENERAL POLICY PRINCIPLES:**

- 3.1 Council recognizes the good governance includes engaging Municipal Stakeholders in Public Participation by:
- a) Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
  - b) Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
  - c) Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
  - d) 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.
- 3.2 The Town will conduct Public Participation activities in accordance with the guidelines of the International Association for Public Participation's (IAP2) Public Participation Spectrum, as indicated in the chart outlined in Section 9 of this policy.

The level of Public Participation to be employed in a Public Participation Plan will be determined on a case-by-case and/or as-needed basis.

### **4. POLICY RESPONSIBILITIES:**

#### **4.1 Council Responsibilities:**

##### **Council shall:**

- a) Promote and support Public Participation;
- b) Review and approve Public Participation Plans developed by the Chief Administrative Officer in accordance with this Policy, or as directed by Council
- c) Consider input obtained through Public Participation; and
- d) Review this Policy to coincide with each General Municipal Election year to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.

#### **4.2 Administration Responsibilities:**

##### **The Chief Administrative Officer shall:**

- a) In accordance with this Policy, develop Public Participation Plans, for Council approval;
- b) Implement approved Public Participation Plans; and



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- c) Report the findings of the Public Participation to Council;
- d) Consider timing, resources and engagement when developing and modifying Public Participation Plans;
- e) Evaluate the effectiveness of the Public Participation Plan and the Public Participation Tools used in a particular circumstance;
- f) Communicate to Council and the public, when appropriate, the effectiveness of a Public Participation Plan and the Public Participation Tools used;
- g) Develop the necessary procedures to implement this Policy;
- h) Assess this Policy and make recommendations to Council about the Public Participation and resourcing.

## **5. POLICY EXPECTATIONS:**

### **5.1 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 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 at least once every four years.

### **5.2 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 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.

## **6. PUBLIC PARTICIPATION OPPORTUNITIES:**

The Chief Administrative Officer may develop and implement a Public Participation Plan in the following circumstances:



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- a) When new programs or services are being established;
- b) When existing programs and services are being reviewed;
- c) When identifying Council priorities;
- d) When gathering input or formulating recommendations with respect to budget;
- e) When gathering input or formulating recommendations with respect to the Town of Nanton's strategic plans or business plans;
- f) When gathering input or formulating recommendations with respect to the Town of Nanton's capital plan and/or financial plan; or
- g) As otherwise directed by Council.

## **7. PUBLIC PARTICIPATION PLANS:**

7.1 When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan for approval by Council 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.

7.2 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.

## **8. REPORTING AND EVALUATION:**

8.1 Information obtained in Public Participation will be reviewed by the CAO and a report shall be provided to Council.


8.2 The report shall include, at minimum, the following:

- An overview of the Public Participation Plan and how it was developed;
- An assessment of the effectiveness of the plan based on the level of engagement and the quality of input;
- A summary of the input obtained; and
- May include recommendations for future Public Participation Plans.



## 9. REFERENCE DOCUMENTATION:

The Public Engagement Spectrum is a tool that explains the five roles the public can play when they participate in Town of Nanton public engagement activities. As the level increases (as indicated by the arrow moving to the right), there is an increasing level of public influence and commitment from the Town and the Public.

IAP2 Spectrum		Increasing Level of Public Impact 			
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<b>PUBLIC PARTICIPATION GOAL</b>	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
<b>PROMISE TO THE PUBLIC</b>	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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MAYOR

Date June 18, 2018

  
CHIEF ADMINISTRATIVE OFFICER

Date June 18, 2018



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