



PONOKA COUNTY

Municipal Policy Handbook

POLICY TITLE Public Participation	POLICY NO. 01-006
DATE OF RECOMMENDATION: March 13, 2018	CROSS REFERENCE:
POLICY AREA: <input checked="" type="checkbox"/> Administration & Personnel <input type="checkbox"/> Planning & Development <input type="checkbox"/> Agricultural Service Board <input type="checkbox"/> Public Works & Utilities <input type="checkbox"/> Enforcement <input type="checkbox"/> Other _____	DATE OF APPROVAL BY COUNTY COUNCIL: March 13, 2018
LEAD ROLE: Chief Administrative Officer	RESOLUTION #: 074/18
SUPPORT ROLE: Assistant Chief Administrative Officer	EFFECTIVE DATE: March 13, 2018
REVIEW DATES: Inaugural Organizational Meeting of County Council	REPLACES:
POLICY STATEMENT: In accordance with Section 216.1 of the <i>Municipal Government Act</i> , 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. This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the <i>Municipal Government Act</i> .	
SPECIAL NOTATIONS:	

POLICY TITLE	POLICY NO.
<i>Public Participation</i>	<i>01-006</i>

PROCEDURES:

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

- Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
- Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
- Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
- 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.

1. DEFINITIONS

- 1.1 **"C.A.O."** means the chief administrative officer of the Municipality or their delegate.
- 1.2 **"Municipal Stakeholders"** means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.
- 1.3 **"Municipality"** means the [insert municipality name].
- 1.4 **"Public Participation"** includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.
- 1.5 **"Public Participation Plan"** means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.
- 1.6 **"Public Participation Tools"** means the tools that may be used, alone or in 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, email, 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.

2. POLICY RESPONSIBILITIES

2.1 Council Responsibilities

Council shall:

- a) review and approve Public Participation Plans developed by the C.A.O. in accordance with this Policy or as directed by Council;
- b) consider input obtained through Public Participation; and
- c) review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.

2.2 Administration Responsibilities

The C.A.O. shall:

- a) in accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
- b) implement approved Public Participation Plans; and
- c) report the findings of the Public Participation to Council.

3. PUBLIC PARTICIPATION OPPORTUNITIES

The C.A.O. shall develop and implement a Public Participation Plan as directed by Council.

4. POLICY EXPECTATIONS

4.1 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 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 at least once every four years.

4.2 Public Participation Standards

- a) 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.
- b) The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.

5. PUBLIC PARTICIPATION PLANS

When so directed by this Policy or Council, the C.A.O. shall implement the Public Participation Plan which shall include 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.

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.