



Policy Title: Public Participation	Policy #: P-1-1
Authority Approval: Mayor and Council	Resolution #: 723-2018-07-09
	Effective Date: July 9, 2018
Distribution:	
<input checked="" type="checkbox"/> Master	<input type="checkbox"/> Fire Department
<input checked="" type="checkbox"/> Administration	<input type="checkbox"/> Library
<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Public Works
<input type="checkbox"/> FCSS	<input type="checkbox"/> Recreation

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

Policy Statement: The Town of Beaverlodge recognizes that public input can improve municipal decision-making. In order to gather public input, the Town of Beaverlodge is committed to:

- providing information to assist community members and stakeholders in understanding issues and opportunities;
- providing fair and equitable opportunities for positive contributions from community members and stakeholders;
- making every reasonable effort to reach, involve and hear from community members and stakeholders; and
- reporting public engagement results and Town of Beaverlodge decisions to community members and stakeholders.

GENERAL POLICY PRINCIPLES

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.

DEFINITIONS

- 1) “CAO” means the chief administrative officer of the Municipality or their delegate.
- 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.
- 3) “Municipality” means the The Town of Beaverlodge
- 4) “Public Participation” includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.
- 5) “Public Participation Plan” means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.
- 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, Coffee with Council, meetings, round-tables, town halls, open houses and workshops;
 - b) digital participation which may include Social Media commenting, discussion forums, and online polls or surveys; and
 - c) written participation which may include written submissions, email, and mail in surveys, polls and workbooks.

POLICY RESPONSIBILITIES

- 1) Council Responsibilities
 - a) Council shall:
 - i. Review and approve Public Participation Plans developed by the CAO in accordance with this Policy or as directed by Council;
 - ii. Consider input obtained through Public Participation; and
 - iii. Review this Policy to ensure this Policy complies with all relevant legislation, municipal policies and the spirit and intend of Public Participation.
- 2) Administration Responsibilities
 - a) CAO shall:
 - i. in accordance with this Policy or as directed by Council, develop
 - ii. Public Participation Plans, for Council approval;
 - iii. implement approved Public Participation Plans; and
 - iv. report the findings of the Public Participation to Council.

PUBLIC PARTICIPATION OPPORTUNITIES



- a) CAO shall develop and implement a Public Participation Plan in the following circumstances:
 - i. when new services are being established;

- ii. when identifying Council priorities
- iii. when gathering input on new infrastructure;
- iv. when gathering input or formulating recommendations with respect to the budget; and
- v. when otherwise directed by Council.

POLICY EXPECTATIONS

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.

Reviewed/ Amended	Date: July 9, 2018
	
Mayor Gary Rycroft	Acting CAO, Tina Letendre