

<b>Approval Date:</b> May 14, 2018	<b>Policy Number:</b> P-11-53-A
<b>Motion:</b> 18-05-205	
<b>Supersedes:</b> NEW	
<b>Title:</b> Public Participation 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.

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

**Definitions**

“Administration” means the employees of the Town of Peace River.

“CAO” means the Chief Administrative Officer for the Municipality or his designate.

“Town” means the municipality of the Town of Peace River.

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

“Municipality” means the corporation of the Town of Peace River.

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

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

“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.

## **Policy**

### **General Policy Principles**

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

- 1. Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
- 2. Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
- 3. Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
- 4. Recognizing that although councillors are elected to consider and promote the welfare and interest of the Town 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.

### **Policy Responsibilities**

- 1. Council responsibilities, Council shall;
  - 1.1. Review and approve Public Participation Plans developed by the CAO in accordance with this Policy or as directed by Council;
  - 1.2. Consider input obtained through Public Participation; and
  - 1.3. Review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.

2. Administration responsibilities, the CAO shall;
  - 2.1. In accordance with this Policy or as directed by Council, develop Public Participation Plans for Council approval;
  - 2.2. Implement approved Public Participation Plans; and
  - 2.3. Report the findings of the Public Participation to Council.

### Public Participation Opportunities

The CAO shall develop and implement a Public Participation Plan in the following circumstances:

1. When identifying Council priorities;
2. When gathering input or formulating the annual operating and capital budget preparations, which lead to the setting of the tax rate; and
3. As otherwise directed by Council.

### Policy Expectations

1. Legislative and Policy Implications
  - 1.1. 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;
  - 1.2. All Public Participation will be undertaken in accordance with all existing municipal policies.
  - 1.3. This Policy shall be available for public inspection and shall be posted to the Town's website; and
  - 1.4. This Policy will be reviewed at least once every four years.
2. Public Participation Standards
  - 2.1. Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility;
  - 2.2. Public Participation activities will be conducted in a professional and respectful manner;
  - 2.3. Public Participation plans will consider early, ongoing, and diverse opportunities to provide input;
  - 2.4. Municipal Stakeholders who participate in any manner of Public Participation are required to be constructive in their participation. Municipal Stakeholders who are disrespectful,



- inappropriate, or offensive, as determined by Administration, may be excluded from Public Participation opportunities; and
- 2.5. The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely fashion.

A handwritten signature in blue ink, appearing to read "T. Tarpey", written over a horizontal line.

Thomas Tarpey, Mayor

A handwritten signature in black ink, appearing to read "Chris Parker", written over a horizontal line.

Christopher J. Parker, CAO