

Title: PUBLIC ENGAGEMENT

Policy No: 1025

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Supersedes Policy No: (None)

Review Date:



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

Purpose: The purpose of this policy is to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

DEFINITIONS

CAO means the Chief Administrative Officer of Greenview.

Stakeholder means an individual or group that has a specific interest in, or are affected by, a decision made by Greenview. Stakeholders may include residents, non-residents, groups, individuals, representatives, and/or Greenview staff, depending on the issue.

Public Engagement means creating opportunities for people to be involved in a decision-making process and help inform decision making.

POLICY

1. Principles

Council recognizes that good governance includes engaging municipal stakeholders in public participation by:

- a. Creating opportunities for stakeholders who are affected by a decision to influence the decision;
- b. Promoting sustainable decisions by recognizing various municipal stakeholder interests;
- c. Providing 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 interests of the municipality as a whole, and are 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.

2. Responsibilities

- a. Council:
 - i. Review and approve public participation plans developed by Greenview Administration in accordance with this policy or as directed by Council;
 - ii. Be guided by the policy when determining the level of public engagement required prior to making a decision;
 - iii. Consider input obtained through public participation; and

- iv. Review this policy to ensure that it complies with all relevant legislation, municipal policies and bylaws, and the spirit and intent of public participation.
 - b. CAO
 - i. In accordance with this policy, or as directed by Council, will develop public participation plans for Council approval;
 - ii. Implement approved public participation plans;
 - iii. Report the findings of public participation to Council;
 - iv. Recognize that this public participation policy is in addition to, and does not modify or replace, the statutory public hearing requirements in the *Municipal Government Act*.
 - c. Public Participation Opportunities
 - i. The CAO will develop and implement public participation plans as directed by Council. The public participation plans can be applied to the following circumstances:
 - 1. When new programs or services are being established;
 - 2. When existing programs or services are being reviewed;
 - 3. When identifying Council priorities;
 - 4. When gathering input on municipal strategic plans or business plans; or
 - 5. As otherwise directed by Council.
3. Legislative 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 relevant legislation.
 - b. All public participation activities will be conducted in accordance with all existing municipal policies and bylaws.
 - c. This policy will be available for public inspection and will be posted on the Municipality's website.
 - d. This policy must be reviewed once every four (4) years.

PROCEDURE

IAP2

1. Greenview has adopted the International Association for Public Participation (IAP2) Framework for public engagement.
2. The IAP2 framework will be used by Greenview to determine the most feasible level of involvement prior to making a commitment to achieving any level of participation on a project or initiative.
3. In some cases public participation requires a higher level of planning, participation and feedback. In others, sharing information may fulfill the needs of the public and the municipality.
4. Greenview Administration will ensure, to their best knowledge and ability, that each public participation initiative is organized in a way that meets the needs of both the public and the organization.
5. Greenview Administration is encouraged to use the following process:
 - a. Evaluate the purpose of the public participation
 - b. Define the objectives and identify the level of engagement
 - c. Identify those with a stake in the process
 - d. Select the scope, size and sample
 - e. Review the time and cost factors

- f. Select the appropriate engagement tools
- g. Promote
- h. Implement the initiative
- i. Analyze the results
- j. Respond to the participants

IAP2 Framework

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities 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 identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	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 decision to the maximum extent possible.	We will implement what you decide.

- 6. The results of public participation will be made available to Council and municipal stakeholders in a timely manner and in accordance with municipal policies and bylaws.