Title: PUBLIC ENGAGEMENT

Policy No: 1025

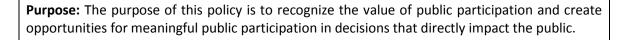
Effective Date: June 11, 2018

Motion Number: 18.06.314

**Supersedes Policy No: (None)** 

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

**Review Date:** 



# **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:

- 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

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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

- Greenview has adopted the International Association for Public Participation (IAP2) Framework for public engagement.
- 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.
- 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

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

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.

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