

TOWN OF STETTLER

<u>Prepared by:</u>	Administration	<u>Number:</u>	XI-2
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	2018 06 19
		<u>Previous Policy:</u>	none
		<u>Current Policy:</u>	2018 06 19

Title: **Public Participation Policy**

Purpose: To provide direction to Administration on how to involve stakeholders in providing input into decisions that affect the community.

Goals: Community and public engagement will;

1. Lead to greater satisfaction and better relationships with citizens.
2. Reduce complaints and concerns that arise late in the process.
3. Lead to better solutions and decision making.
4. Exceed the requirements of the Municipal Government Act of Alberta.
5. Provide residents an opportunity to be involved in decisions that may impact their community.

Definitions:

"Public Participation" means processes through which the Town of Stettler provides opportunities for the community to have input into decision-making through public meetings, surveys, open houses, workshops, polling, resident advisory committees and other forms of engagement, as determined by Council.

"Stakeholder" means an individual, organization or group that has an interest in an issue, will be or is likely to be affected by an issue, or has the ability to affect a decision or outcome.

"Statutory Requirement" means a requirement written into a law passed by the provincial or federal government.

"Non-Statutory Requirement" means a rule based on customs, precedents or court decisions.

Responsibilities:

1. The Town of Stettler Council shall:
 - a) Consider public input obtained through public participation activities, determined by Council as part of their decision-making process;
 - b) Promote public participation activities and provide, where appropriate, Council member representation;

- c) Establish consistent practices, processes and timelines for statutory and non-statutory requirements for public participation;
- d) Ensure appropriate resources are available to allow for the ongoing implementation of consistent, comprehensive and representative public participation programs and services;
- e) Request for information from the CAO on the scope, timing, appropriate methods and resources required for public participation activity on a specific issue or item.

2. The CAO shall;

- a) Recommend to Council practices, processes and timelines for statutory and non-statutory requirements for public participation activities;
- b) Develop all necessary processes and tools that support implementation of this policy;
- c) Communicate to Council and community, where appropriate, how public input was gathered and used in Administrative recommendations to Council;
- d) Bring forward resourcing requirements to ensure public participation programs and services are run effectively and consistently;
- e) Make recommendations to Council on the appropriate resources required for public participation, when Council directs public input on a specific issue or item.

Service Standards / Expectations:

1. The Town of Stettler shall comply with all provincial and federal statutory requirements for public participation.
2. Council will determine the type of Public Engagement required:
 - a. Direct Decision – Decisions that are made should be informed to the public in a timely manner.
 - b. Consultative Decision – Gathering Public Input prior to making a decision.
 - c. Collaborative Decisions – Municipal representatives act in partnership with the community.
3. The Town of Stettler will ensure the results of the public participation activities are publicly available, which includes posting them on the Town of Stettler's website.
4. The Town of Stettler shall, where possible, use various methods and techniques for public participation that meet the varied needs of the community.
5. The Town of Stettler shall evaluate and learn from the feedback received from the community, as well as continuously look for new and better processes and tools that address the changing needs of the community.
6. The Policy shall be updated at a minimum, every four years or as required by Provincial legislation.