

**ALBERTA BEACH  
Village Policies**

**Policy: G.2.8 Public Participation Policy**

**1. PURPOSE AND APPLICATION**

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 major decisions that 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*.

**2. GENERAL POLICY PRINCIPALS**

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

- (a) Recognizing that although councillors are elected to consider and promote the welfare and interests 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;
- (b) Creating opportunities for Residents to influence decisions;
- (c) Promoting sustainable decisions by recognizing various Resident interests; and
- (d) Providing Residents with the appropriate information and tools to engage in meaningful participation.

**3. DEFINITIONS**

- (a) **“C.A.O.”** means the chief administrative officer of the Municipality or their designate.
- (b) **“Residents”** means the residents of the Village.
- (c) **“Municipality”** means Alberta Beach.
- (d) **“Public Participation”** includes a variety of non- statutory opportunities where Residents receive information and are requested to provide input to the Municipality.
- (e) **“Public Participation Plan”** means a plan which identifies which Public Participation Tools to be used to obtain public input to a particular circumstance.
- (f) **“Public Participation Tools”** means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:

- i. in-person participation which may include at-the-counter interactions, annual newsletters, newspaper advertisements, door-knocking, interviews, facebook, regular council meetings – question period, public meetings, round table meetings, meet and greets, open houses and workshops;
- ii. written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and
- iii. digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys, and
- IV. any other means deemed appropriate by Council.

#### **4. POLICY RESPONSIBILITIES**

##### **1) Council Responsibilities**

(a) Council shall:

- i. review and approve Public Participation Plans developed by the C.A.O. in accordance with this Policy or as directed by Council;
- ii. consider input obtained through Public Participation; and
- iii. 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**

(a) The C.A.O. shall:

- i. in accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
- ii. implement approved Public Participation Plans;
- iii. report the findings of the Public Participation to Council.

#### **5. PUBLIC PARTICIPATION OPPORTUNITIES**

(a) Public Participation will be used as a means of public engagement:

- i. when new program or services are being considered;
- ii. as otherwise directed by Council.

#### **6. 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.

**2) Public Participation Standards**

- (a) Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- (b) Public Participation activities will be conducted in a respectful manner.
- (c) The results of Public Participation will be made available to Council and Residents in a timely manner in accordance with Municipal Policies.

**7. REPORTING AND EVALUATION**

- (a) Information obtained in Public Participation will be reviewed by the C.A.O. and a report shall be provided to Council.

**DEPARTMENT: Council**

**ADOPTED AND APPROVED BY COUNCIL: July 17, 2018**

**AMENDMENT DATE/RESOLUTION NO:**