

## TITLE: PUBLIC PARTICIPATION

---

RESOLUTION NUMBER: 2024-06-16

POLICY #: CP-011

EFFECTIVE DATE: JUNE 25, 2024

SUPERSEDES:

UP FOR REVIEW: 2028

---

### **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**

**CAO** means the Chief Administrative Officer of the Municipality or their delegate.

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

**Municipality** means the Town of Magrath

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

**Public Participation Plan** means a verbal or written plan which identifies which Public Participation Tools are to 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 STATEMENTS**

### **General Policy Statements**

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 councilors are elected to consider and promote the welfare and interest 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.

### **Responsibilities**

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

- a) Council shall:
  - i. request, review, and approve Public Participation Plans developed by the CAO 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) CAO 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; and
  - iii. report the findings of the Public Participation to Council.

## Public Participation Opportunities

The CAO shall develop and implement a Public Participation Plan when directed by Council in the following circumstances:

- a) when new programs or services are being established;
- b) when existing programs and services are being reviewed;
- c) when gathering input or formulating recommendations with respect to the Municipality's capital plan and/or financial plan; or
- d) as otherwise requested.

## 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 existing municipal policies.
- c) This Policy shall be available for public inspection and may be posted on 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 professional and respectful manner.
- c) Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.
- d) The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.

## Public Participation Plans

- a) When so directed by Council, the CAO shall develop a Public Participation Plan, as outlined in Schedule A, for approval by Council which shall consider the following:
  - i. the nature of the matter for which Public Participation is being sought;

- ii. the demographics of potential Municipal Stakeholders in respect of which Public Participation Tools are utilized, level of engagement and time for input;
- iii. the timing of the decision and time required to gather input;
- iv. what information is required, if any, to participate; and
- v. available resources and reasonable costs.

### **Reporting and Evaluation**

Information obtained in Public Participation will be reviewed by the CAO and a report shall be provided to the Council.

**Schedule A  
Public Participation Plan**

**PROJECT BACKGROUND**

|  |  |
|--|--|
| Description of the overall project or initiative:        |  |
| The decision being made is:                              |  |
| Decision Makers:   |  |
| The scope (impact, and complexity) of the decision is:   |  |
| The timeline for the decision is:                        |  |
| The public is being involved because:                    |  |
| The level of involvement:                                |  |
| The specific information being sought is:                |  |
| How will the information be used in the decision-making? |  |

## STAKEHOLDERS

The project Stakeholder Register is shown below and captures the individuals and/or groups considered stakeholders in this project's context.

| Project Title:                                  |                                    |  |                 |  |
|---|------------------------------------|--|-----------------|--|
| Name of Stakeholder<br>or Group of Stakeholders | Stakeholder<br>Individual or Group | Project Role                                 | Organization    | Type of stakeholder<br>Internal or external to the project |
| Council   | Town Council                       | Elected Officials<br>and Project<br>Sponsors | Town of Magrath | Internal   |
|   |                                    |  |                 |  |
|   |                                    |  |                 |  |

While this list is intended to be all-inclusive, there is always a chance a small number of stakeholder groups has been inadvertently missed. All other stakeholder groups that self-identify and ask to be included will be included in the engagement process.

| Project Title: |  |                                   |                     |  |                   |               |
|----------------|--|-----------------------------------|---------------------|--|-------------------|---------------|
| Project Phase  | Participation Goal<br><br>(Inform, Consult, Involve, Collaborate, Empower) | S.M.A.R.T Participation Objective | Communication Items | Public Participation Tools / Techniques*<br><br>(See attached listing for options) | Desired Out Comes | Event Date(s) |
|                |  |                                   |                     |  |                   |               |
|                |  |                                   |                     |  |                   |               |

EVALUATION STRATEGY

|  |  |
|--|--|
| What are the indicators of success for the public involvement process? |  |
| What will we measure or evaluate about the public involvement process? |  |
| When and how?  |  |
| What will we do with the results of the evaluation?                    |  |

## Public Participation Tools to be Used

| PUBLIC NOTIFICATION TOOLS  | PUBLIC RESPONSE TOOLS   |
|--|---|
| <p>1. In-person Participation</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Front Counter Interactions</li> <li><input type="checkbox"/> Door Knocking</li> <li><input type="checkbox"/> Interviews</li> <li><input type="checkbox"/> Meetings</li> <li><input type="checkbox"/> Round Tables</li> <li><input type="checkbox"/> Town Halls</li> <li><input type="checkbox"/> Open House</li> <li><input type="checkbox"/> Workshops</li> </ul> | <p>1. In-person Participation</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Focus Groups</li> <li><input type="checkbox"/> Site Visits</li> <li><input type="checkbox"/> Public Hearings</li> <li><input type="checkbox"/> Door-to-Door Surveys</li> <li><input type="checkbox"/> Walkshops (Combination of walking tours and workshops)</li> <li><input type="checkbox"/> Community Forums</li> </ul>  |
| <p>2. Digital Participation</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Online Polls or Surveys</li> <li><input type="checkbox"/> Chat Groups</li> <li><input type="checkbox"/> Webinar</li> <li><input type="checkbox"/> Social Media/Discussion Forum</li> <li><input type="checkbox"/> Online Workbooks</li> </ul>  | <p>2. Digital Participation</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Social Media Polls</li> <li><input type="checkbox"/> Virtual Focus Groups</li> <li><input type="checkbox"/> Online Idea Boards</li> <li><input type="checkbox"/> Interactive Web-based Simulations</li> <li><input type="checkbox"/> Virtual Meetings</li> <li><input type="checkbox"/> Online Deliberation Platforms</li> </ul>  |
| <p>3. Written Participation</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Written Submissions</li> <li><input type="checkbox"/> Email</li> <li><input type="checkbox"/> Mail-in Survey</li> <li><input type="checkbox"/> Mail-in Polls <ul style="list-style-type: none"> <li><input type="checkbox"/> Mail-in Workbooks</li> </ul> </li> </ul>  | <p>3. Written Participation</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Online Comment Forms</li> <li><input type="checkbox"/> Feedback Cards at Public Events</li> <li><input type="checkbox"/> Surveys Included in Utility Bills</li> <li><input type="checkbox"/> Feedback Boxes in Public Spaces</li> <li><input type="checkbox"/> Public Comment Forms on Municipal Websites</li> </ul>  |
| <p>4. Representative Participation</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Committee Appointments</li> <li><input type="checkbox"/> Ad-Hoc Committee</li> <li><input type="checkbox"/> Citizen Board</li> </ul>  | <p>4. Representative Participation</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Task Forces (A task force is a temporary group or committee established to address a specific issue, problem, or objective)</li> <li><input type="checkbox"/> Advisory Panels</li> <li><input type="checkbox"/> Community Liaison Groups</li> <li><input type="checkbox"/> Stakeholder Roundtables</li> <li><input type="checkbox"/> Resident Associations</li> <li><input type="checkbox"/> Working Groups</li> </ul> |