



MUNICIPAL POLICY HANDBOOK

CODE NUMBER: Section 1

CATEGORY: Council, Legislative, CAO & External Issues

<p>Policy Title: PUBLIC PARTICIPATION</p>	<p>Policy # 2018-002</p>
<p>Adopted by Council: June 26, 2018</p>	<p>Resolution # 2018-119</p>
<p>Department Responsible: Council & Administration</p>	<p>Replaces N/A</p>
<p>Purpose</p>	<p>The purpose of this policy is to ensure that the Town of Thorsby:</p> <ul style="list-style-type: none"> • Defines and achieves consistent and coordinated approaches to public engagement • Creates opportunities for people to contribute to decision making by Town Council and Administration about the Town’s policies programs, projects, and services and communicates how public input is collected and used. • Adheres to the public engagement requirements within the Municipal Government Act and other applicable legislation.
<p>Policy Statement</p>	<p>The Town of Thorsby values the use of public participation using approaches and techniques that are effective and meaningful, and contribute to the Town’s decision-making efforts to serve the community that will:</p> <ul style="list-style-type: none"> • Contribute to good decisions and policies that serve the community’s interest: and • Assist with the establishment of effective programs and projects to deliver services to the community <p>The Town shall provide appropriate public participation opportunities in its decision-making processes based on the nature of the decision to be made.</p>
<p>Definitions:</p>	<ol style="list-style-type: none"> 1) “Community” means residents, service groups, organizations and businesses who live, work or play within Thorsby municipal boundaries 2) “Municipal Stakeholder” means persons that may have an interest in, or are affected by, a decision made by the municipality and may include neighbouring municipalities, provincial, federal or other layers of government or utility suppliers 3) “Municipality” means the Town of Thorsby 4) “Public Participation” includes a variety of statutory and non-statutory opportunities where members of the community and municipal stakeholders receive information and/or provide input to the Municipality. 5) “Public Engagement” means creates opportunities for people to contribute to decision making by the Town of Thorsby Council and Administration about the Town’s policies, programs, projects, and services, and communicates how public input is collected and used



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	<p>6) “Public Participation Tools” means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:</p> <ul style="list-style-type: none"> (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 Application:	<p>The application of this public participation policy must be balanced with the understanding that Council is elected to make decisions that set the direction for the municipality. While considering all the information available to them, including the input of the public, Council must make significant and often difficult choices. To allow for timely and efficient governance, public participation must be proportional to the scope of the decision to be made.</p> <p>This policy applies to the Town’s policies, programs, projects, approvals and services. Public participation is intended to support and inform a decision-making process related to:</p> <ul style="list-style-type: none"> • Designing or implementing a new policy, program, project or service • Evaluating, changing or ending an existing policy, program, project or service • Establishing annual and multiyear operating and capital budgets • Fulfilling a legislated or regulated requirement • Responding to a community initiated requests
Review	This policy will be reviewed at least once every four years.

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PUBLIC ENGAGEMENT PLAN

	Level 1 Inform	Level 2 Consult	Level 3 Involve	Level 4 Collaborate	Level 5 Empower
<p>INCREASING LEVEL OF PUBLIC INVOLVEMENT IN AND INFLUENCE ON DECISION MAKING</p>  <p>INCREASING LEVEL OF PUBLIC INTEREST IN AND POTENTIAL IMPACT OF DECISION</p>					
Application Guideline	<p>Decisions are dictated by legislation</p> <p>Council and administration are working within their authority</p> <p>Decision is routine and part of the operations</p> <p>There is an urgent need to respond</p>	<p>Legislated advertising for public hearings such as but not limited to:</p> <ul style="list-style-type: none"> • Land use bylaw • Statutory Plans • Debenture borrowing • Public petition opportunities 	<p>Consideration is being given to:</p> <p>Annual Operating and Capital budgets</p> <ul style="list-style-type: none"> • Change of service level. • Introduction of new service level • Cancellation of a service level <p>Introduction/major changes to bylaws</p>	<p>New projects or legislation that may impact the community</p>	<p>Items that may arise that require:</p> <ul style="list-style-type: none"> • Election • Plebiscite
Public Participation Goal	<p>To provide the public with balance and objective information to assist them in understanding the issue, alternatives and/or solutions. Promotes community awareness of current matters</p>	<p>To meet legislated requirements</p>	<p>To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered</p>	<p>To partner with the public in each aspect of the decision process including the development of alternatives and the identification of preferred solution</p>	<p>To place final decision making in the hands of the public</p>
Examples of methods we will use	<ul style="list-style-type: none"> • Advertisement of scheduled meetings of Council through: Website Thorsby Target or other locally circulated newspaper • Publication of agendas and minutes through website • Direct verbal communication • Newsletter • Website • Social media 	<ul style="list-style-type: none"> • Advertisement through: Website Thorsby Target or other locally circulated newspaper • Direct correspondence to affected parties • Public comment • In-person participation • Public hearings • Digital participation • Written participation 	<ul style="list-style-type: none"> • Public notices via: Website, Thorsby Target or other locally circulated newspaper • Budget delegation • In-person participation • Digital participation • Written participation • Representative participation • Council meeting delegations 	<ul style="list-style-type: none"> • Public notices via: Website, Thorsby Target or other locally circulated newspaper • In-person participation • Digital participation • Written participation • Representative participation • Council meeting delegations 	<ul style="list-style-type: none"> • Advertisement through: Website Thorsby Target or other locally circulated newspaper • Public meetings • Public hearings • Digital participation • Written participation • Council meeting delegations • Ballots



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	<ul style="list-style-type: none"> • At counter interactions 	<ul style="list-style-type: none"> • Council meeting delegations 			
PUBLIC ENGAGEMENT PLAN CONTINUED.....					
	Level 1 Inform	Level 2 Consult	Level 3 Involve	Level 4 Collaborate	Level 5 Empower
Promise to the Public	We will keep you informed	We will keep you informed, listen and acknowledge concerns and provide feedback on the outcome	We will work with you to ensure that your concerns and aspirations are effectively reflected in the alternatives developed and provide feedback on the outcome	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible	We will implement what you decide