



# Public Participation Policy

**POLICY NUMBER:** COM-001

**CURRENT AS OF:** February 5, 2019

## 1. POLICY STATEMENT

Public input is one of the factors council considers when making decisions. This Public Participation Policy recognizes the value of public participation and provides a framework for opportunities for the community to be informed of, and/or involved in meaningful public participation regarding decisions that directly affect the public. This policy is in addition to, and does not modify or replace, the statutory public hearing requirements in the *Municipal Government Act*.

## 2. PURPOSE

It is the Town's intent to provide opportunities for the community to be informed of, and where appropriate be involved in, decision-making including:

- a) Creating opportunities for Stakeholders who are affected by a decision to provide input into the decision;
- b) Promoting sustainable, balanced decisions by recognizing various Stakeholder interests;
- c) Providing Stakeholders with the appropriate information and tools to engage in meaningful participation; and
- d) Enriching the decision-making process leading to better, more informed decisions.

## 3. DEFINITIONS

- a) "Stakeholders" means the Canmore individuals, organizations, or persons that may have an interest in, or are affected by, a decision made by the Town.
- b) "Public Participation" includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Town.
- c) "Public Participation Plan" means an internal plan that identifies the Public Participation Tools to be used to obtain public input in a particular circumstance.
- d) "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) statutory public hearing requirements in the *Municipal Government Act*
  - ii) in-person participation which may include meetings, round-table discussions, town halls, open houses, and workshops;

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- iii) digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
- iv) written participation which may include written submissions, email feedback, and mail- in surveys, polls and workbooks;
- v) representative participation which may include being appointed to a committee or citizen board; and
- vi) providing information through the media, websites, social media, and other channels.

**4. RESPONSIBILITIES**

- a) Council shall:
  - i) consider input obtained through Public Participation when making decisions;
  - ii) review this Policy once per term to ensure the Policy is in the spirit and intent of Public Participation;
  - iii) ensure appropriate resources are available to solicit Public Participation in accordance with this Policy; and
  - iv) promote and support Public Participation.
  
- b) The CAO shall:
  - i) ensure the Policy complies with all relevant legislation and municipal policies;
  - ii) in accordance with this Policy or as directed by Council, seek Public Participation when appropriate (see section 6);
  - iii) develop the necessary procedures to implement this Policy;
  - iv) make recommendations to Council regarding the resources required to undertake Public Participation.

**5. Public Participation Opportunities**

- a) The Town may use the International Association of Public Participation (IAP2) Spectrum of Public Participation, as amended, to determine the types or categories of approaches the Town will use to engage municipal stakeholders, and the types or categories of circumstances in which the Town will engage municipal stakeholders. (See Attachment 1 for an example of the IAP2's current spectrum.)

**6. Public Participation Standards**

- a) Public Participation activities shall be conducted in a professional and respectful manner.
  
- b) Municipal Stakeholders who participate in any manner of Public Participation are required to comply with the Town's Respectful Workplace Policy.

**7. Reporting and Evaluation**

- a) Information obtained in Public Participation shall be reviewed by the CAO and a report shall be provided to Council as part of the project briefing or request for decision.
  
- b) The report shall include, at minimum, the following:
  - i) an overview of the Public Participation Plan (if any);
  - ii) a summary of the input obtained; and

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iii) recommendations for future Public Participation (if any).

**8. VISION ALIGNMENT**

a) Community Engagement is one of three key pillars of good governance which form the foundation of Council's 2019-2022 strategic plan. We meaningfully engage with citizens for effective decision-making.

**9. RELATED DOCUMENTS**

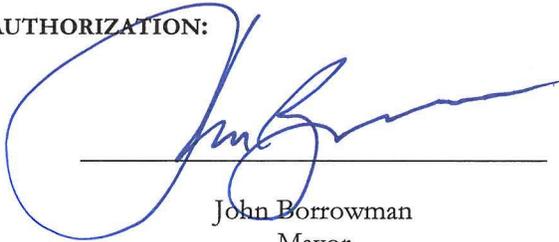
a) This policy was created in accordance with Section 216.1 of the Municipal Government Act.

**10. ATTACHMENTS**

a) International Association of Public Participation (IAP2) Spectrum of Public Participation

**REPEALS POLICY:** COM-001 Community Engagement and Information Policy approved December 4, 2007

**AUTHORIZATION:**

  
\_\_\_\_\_  
John Borrowman  
Mayor

  
\_\_\_\_\_  
Cheryl Hyde  
Municipal Clerk

**REVISION HISTORY**

Policy Name	Status	Date
Public Participation COM-001	Active	2019-02-05
Community Engagement and Information Policy COM-001 (previously 576-2007)	Repealed	2019-02-05

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Attachment 1 - International Association of Public Participation (IAP2) Spectrum of Public Participation

## IAP2'S PUBLIC PARTICIPATION SPECTRUM



The IAP2 Federation has developed the Spectrum to help groups define the public's role in any public participation process. The IAP2 Spectrum is quickly becoming an international standard.

INCREASING IMPACT ON THE DECISION

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	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.

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