



Town of Stavely

Public Participation Policy No. 01-08

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 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*.

General Policy Principles

It is the policy of the municipality to engage and communicate with the public using various forms of media, including but not limited to, print media, electronic media, social media, municipal websites, general mail, email and posting public notices. The purpose is to inform the public and receive feedback which fosters participation in the municipal decision making process.

Definitions

1. "Advertising" is paid space in the media to inform citizens of a service, program, event or to relay a message to comply with the requirements of the Municipal Government Act.
2. "CAO" means the Chief Administrative Officer of the municipality or their delegate.
3. "Consultation" is a method to seek advice, feedback and information where the Council seeks the views of the citizenry, community stakeholders, and organizations who deliver a service to the citizens.
4. "Disaster" is a situation that has or may disrupt service, affect the safety of the public or cause or have the potential to cause significant loss or damage to personal property and municipal infrastructure.
5. "Emergency" is an event which requires prompt action to limit a threat to public safety or damage to property.
6. "General mail" means mail delivered by Canada Post or a bonded courier.
7. "Media" is a representative of the print (newspapers) and electronic media (radio and television).
8. "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.
9. "Municipality" means the Town of Stavely.

10. "Public Participation" is a method used by the municipality to garner feedback and input into municipal matters and may include a public hearing, open house, annual meeting, workshop, training session, survey, or written submission.
11. "Social Media" are platforms used to provide information to the public, including but not limited to, facebook, twitter, instagram, email, municipal website and newsletter.

Guidelines

1. Information provided to the public regarding municipal policies, programs, services and initiatives may be made available to the public using one or all of the following:
 - a) Social media;
 - b) Municipal newsletter;
 - c) Email;
 - d) General mail; and
 - e) The media.
2. Public events such as an open house or press conference may be arranged by Council, to communicate information regarding a major development, municipal services, programs or to relay information affecting public health, safety and essential services.
3. Social media communications may be used to provide general information to the public to facilitate citizen participation and increase the transparency of government.
4. Social media may be used to increase efficiencies in administration by providing a platform to distribute official notices, tender packages and requests for proposals.
5. The CAO is authorized to advertise all information required by the MGA and those workshops, training sessions and public information meetings authorized by council through budget initiatives.
6. Generally, the municipal spokesperson, when responding to the media, shall be the Mayor.
7. Administration shall respond to the media, only when providing a clarification or information contained in council minutes, a directive, policy, or bylaw.

Public Consultations

In addition to the public consultation processes required in the MGA the municipality shall:

1. Inform citizens and stakeholders about opportunities to participate in public consultation and citizen engagement processes using the municipal website, social media, print and electronic media;
2. Inform the media of events where citizens and stakeholders are taking part in the public consultation and citizen engagement process; and
3. Inform participants and citizens, in summary form, of the results of the public consultation.

Advertising

1. The municipality will consider the most cost effective method of advertising.
2. Public hearings requiring advertising in accordance with the MGA, may also be advertised using the municipal website, social media, municipal newsletter, email, and general mail.

Council responsibilities

1. Council shall:
 - a. Review and approve public participation plans developed by the CAO in accordance with this policy or as directed by council;
 - b. Consider input obtained through public participation; and
 - c. Review this policy to ensure the policy complies with all relevant legislation, and municipal policies.

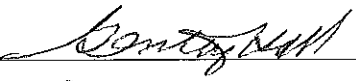
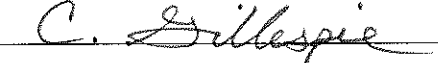
Administration responsibilities

1. Administration shall:
 - a. In accordance with this policy or as directed by council develop public participation plans for council approval;
 - b. Implement approved public participation plans; and
 - c. Report findings of the public participation to council.

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. This policy shall be available for public inspection and may be posted to the municipal website.
 - c. 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.

Effective Date: April 1, 2018

Signed by:  Mayor
 Chief Administrative Officer