



TOWN OF BLACK DIAMOND POLICY

POLICY #: ADMIN-020	
TITLE: Public Participation	
Approval Date: June 20, 2018	Resolution #: 2018-257
Revisions:	
Approval Date:	Resolution #:
Department: Administration	

Policy Statement:

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.

This Policy aligns with the Town of Black Diamond's values, ensuring that communication is regularly undertaken, providing opportunities for open dialogue to take place between the Town and its residents, fostering an environment of accountability and transparency.

1. Reason for Policy

- 1.1.** Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:
 - 1.1.1.** Building and maintaining cooperative working relationships with the public;
 - 1.1.2.** Facilitating sharing of information, perspectives and ideas with the Public;
 - 1.1.3.** Responding to Public opinions and concerns through formal processes;
 - 1.1.4.** Actively and respectfully engaging the Public in decisions about development, and changes to, Municipal programs, services, projects and policies; and
 - 1.1.5.** Reaching balanced decisions on issues of Public interest and concern.



2. Related Information

- 2.1.** Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26
- 2.2.** Public Participation Policy Regulation (Alberta Regulation 193/2017, or as amended)

3. Definitions

- 3.1.** “CAO” means the chief administrative officer of the Municipality or their delegate.
- 3.2.** “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.
- 3.3.** “Municipality” means the Town of Black Diamond.
- 3.4.** “Public Participation” includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.
- 3.5.** “Public Participation Plan” means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.
- 3.6.** “Public Participation Tools” means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:
 - (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, 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.

4. Responsibilities

- 4.1.** Town Council is to:
 - 4.1.1.** approve by resolution this policy and any amendments;
 - 4.1.2.** review and approve Public Participation Plans developed by the CAO in accordance with this Policy or as directed by Council;
 - 4.1.3.** consider input obtained through Public Participation;
 - 4.1.4.** review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation;
 - 4.1.5.** ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;
 - 4.1.6.** promote and support Public Participation;
 - 4.1.7.** request and review information from the CAO on the scope, timing, appropriate methods and resources required for Public Participation prior to directing the development of a Public Participation Plan; and
 - 4.1.8.** ensure all policies conform to the overall mission, goals and values as set out in the Town’s Strategic Plan.



4.2. Chief Administrative Officer (CAO) is to:

- 4.2.1. in accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
- 4.2.2. implement approved Public Participation Plans;
- 4.2.3. report the findings of the Public Participation to Council;
- 4.2.4. consider timing, resources and engagement when developing and modifying Public Participation Plans;
- 4.2.5. evaluate the effectiveness of the Public Participation Plan and the Public Participation Tools used in a particular circumstance;
- 4.2.6. communicate to Council and the public, when appropriate, the effectiveness of a Public Participation Plan and the Public Participation Tools used;
- 4.2.7. assess this Policy and make recommendations to Council about the Public Participation and resourcing;
- 4.2.8. ensure that this policy and procedure is reviewed at the 2nd Organizational Meeting of each term of office; and
- 4.2.9. ensure implementation of this policy, develop and approve the necessary procedures and any amendments thereto.

4.3. Public Participation Opportunities

- 4.3.1. The CAO shall develop and implement a Public Participation Plan in the following circumstances:
 - (i) when new programs or services are being established;
 - (ii) when existing programs and services are being reviewed;
 - (iii) when identifying Council priorities;
 - (iv) when formulating recommendations with respect to budget or capital plan;
 - (v) when gathering input or formulating recommendations with respect to the Municipality's strategic plans; or
 - (vi) as otherwise directed by Council.

4.4. Managers are to:

- 4.4.1. understand, and adhere to this policy and procedure;
- 4.4.2. ensure implementation of this policy and procedure within their departments;
- 4.4.3. make recommendations to the CAO for necessary policy or procedure amendments; and
- 4.4.4. ensure employees are aware of and adhere to this policy and procedure.

4.5. All Employees are to:

- 4.5.1. Understand and adhere to this policy and procedure.

5. End of Policy