



## TOWN OF BLACK DIAMOND PROCEDURE

<b>Procedure #:</b> ADMIN-020
<b>PROCEDURE TITLE:</b> Public Participation
<b>Approval Date:</b> June 20, 2018
<b>Revision Date:</b>
<b>Department:</b> Administration

### 1. Policy Expectations

#### 1.1. Legislative and Policy Implications

- 1.1.1. 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.
- 1.1.2. All Public Participation will be undertaken in accordance with all existing municipal policies.
- 1.1.3. This Policy shall be available for public inspection and may be posted to the Municipality's website.

#### 1.2. Public Participation Standards

- 1.2.1. Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- 1.2.2. Public Participation activities will be conducted in a professional and respectful manner.
- 1.2.3. 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.
- 1.2.4. The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.



## 2. Public Participation Plans

2.1. When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan for approval by Council which shall give consideration to any or all of the following, as applicable to each situation:

- 2.1.1. the nature of the matter for which Public Participation is being sought;
- 2.1.2. the impact of the matter on Municipal Stakeholders;
- 2.1.3. the demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
- 2.1.4. the timing of the decision and time required to gather input;
- 2.1.5. what information is required, if any, to participate; and
- 2.1.6. available resources and reasonable costs.

2.2. Public Participation Plans may include any or all of the following, as applicable to each Plan and situation:

- 2.2.1. a communication plan to inform the public about the Public Participation plan and opportunities to provide input;
- 2.2.2. identification of which Public Participation Tools will be utilized;
- 2.2.3. timelines for participation;
- 2.2.4. information about how input will be used; and
- 2.2.5. the location of information required, if any, to inform the specific Public Participation.

## 3. Reporting and Evaluation

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

3.2. The report shall include, at minimum, the following:

- 3.2.1. an overview of the Public Participation Plan and how it was developed;
- 3.2.2. an assessment of the effectiveness of the plan based on the level of engagement and the quality of input;
- 3.2.3. a summary of the input obtained; and
- 3.2.4. may include recommendations for future Public Participation Plans.

3.3. Reports shall be provided to Council for review.

## 4. End of Procedure

### APPROVAL

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Sharlene Brown, CAO

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Date



**REVIEW**

**Procedure reviewed, no changes required:**

CAO Signature	CAO Name ( <i>print</i> )	Date Reviewed/Approved