



## Public Participation Policy

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**Authority:** Council

**Effective Date:** December 12, 2022

**Date Approved by Council:** December 12, 2022

**Resolution No.:** 206/12/22/SP

**Future Review Date:** 2026

**Responsibility:** OCAO

**References:** *Municipal Government Act* Section 216.1, *Freedom of Information and Protection of Privacy Act*, Public Participation Policy Regulation 193/2017

**Replaces:** Public Participation Policy C-CAO-031 (2018)

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**1.0 Purpose:** To establish the approach and circumstances in which the Town of Stony Plain will engage the Public and Stakeholders on issues and decisions affecting the Town.

**2.0 Scope:** This policy applies to Administration of the Town of Stony Plain.

### 3.0 Definitions:

**Administration:** means all employees of the Town of Stony Plain.

**Category:** means the level and type of Public Participation.

**Communication:** means tools used to promote or report on Public Participation Approaches such as, but not limited to news releases, web pages, social media posts, advertisements.

**Approaches:** means techniques, activities, or events that may be used to collect input from the Public and other Stakeholders that include, advisory boards, appreciative inquiries, briefings, card storming, charrettes, citizens' juries, deliberative polling, feedback forms, focused conversations, focus groups, hearings, open houses, public input sessions, surveys, working groups, workshops, world cafés.

**Public:** means residents who have an interest in, or are affected by, an outcome or decision.

**Public Participation:** means Approaches for the Public and other Stakeholders to provide input in the decision-making process.

**Stakeholders:** means a person, group, or organization who have an interest in, or are affected by, an outcome or decision.

**Town Council:** means the elected officials of the Town of Stony Plain.

**Town:** means the Town of Stony Plain.

**4.0 Statement:** The Town values Public Participation and recognizes that Public and Stakeholder input plays a critical role in good governance. As such, the Town is committed to providing effective Communication and appropriate Public Participation Approaches to obtain the best possible information to support the decision-making process.

**5.0 Standards:**

5.1 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.

5.2 The Town will conduct Public Participation approaches when:

5.2.1 Establishing or reviewing programs and services.

5.2.2 Identifying priorities in the Town's Municipal Development Plan.

5.2.3 Transacting Council priorities as outlined in the Strategic Plan.

5.2.4 Formulating recommendations to Council regarding the Corporate Plan.

5.2.4 Otherwise directed by Council.

5.3 Categories of Public Participation

5.3.1 Connect: The Town will keep residents informed, listen to feedback, and consider the information gathered in the decision-making process.

5.3.2 Involve: The Town will work with residents to ensure all viewpoints are heard and considered in the alternatives developed and provide feedback on how the input influenced the decision.

5.3.3 Partner: The Town will put together teams of residents and Stakeholders who will form recommendations that will be directly considered in the decision-making process.

5.3.4 Empower: The Town will provide tools for the decision-making process to be directly in the hands of the Public.

5.4 Town Council

5.4.1 Shall consider Public input obtained through Public Participation Approaches.

5.4.2 May promote Public Participation Approaches and provide Council member representation.

5.5 Administration

5.5.1 Shall determine if Public Participation is necessary.

5.5.2 Shall identify the appropriate Category of Public Participation.

5.5.3 Shall communicate Public Participation Approaches.

5.5.4 Shall implement Public Participation Approaches.

5.5.5 Shall review, recommend, and report to Town Council and the Public and Stakeholders on input gathered during Public Participation Approaches.

**6.0 Policy Review:** This Council policy shall be reviewed by Administration within four years of being implemented, with any changes being submitted to Council for approval.