



Public Participation Policy

Date Approved by Council: June 11, 2018

Resolution No.: 139/06/18/SP

Effective Date: June 11, 2018

Last Review: NEW

Future Review Date: 2022

Authority: Town Council

Responsibility: Office of the CAO

References: Municipal Government Act: Section 216.1

Replaces: No Prior Policy

1.0 Purpose: To engage the public and stakeholders in community development and the decision making processes of the Town of Stony Plain.

2.0 Scope: The Town of Stony Plain will consider Public Participation when:

- programs or services are being established or reviewed;
- identifying priorities with respect to the Town’s Municipal Development Plan;
- identifying priorities with respect to the Town’s Strategic Plan;
- identifying priorities with respect to the Town’s Corporate Plan;
- otherwise directed by Council.

The Town of Stony Plain will consider the input obtained through Public Participation in community development and the decision making process.

3.0 Objectives: To ensure the public and stakeholders are involved in community development and the decision making processes of the Town of Stony Plain. Guiding principles of Public Participation allow the Town of Stony Plain:

- to make better decisions;
- to ensure processes are equitable;
- to be inclusive;
- to clearly define roles and responsibilities;
- to be proactive;
- to be transparent and accountable.

4.0 Statement: The public and stakeholders of the Town of Stony Plain have the right to be informed, consulted, and engaged in Public Participation opportunities.

5.0 Standards: Four tiers of Public Participation have been developed that define four different variances of public involvement. These standards determine the level of input that is necessary, identify the public's role in the process, and qualify how the information gathered will be used in community development and the decision making process. The standards also identify the tools and techniques that may be used to gather this information.

Tier I: Provide opportunities to collect input to be considered in community development and the decision making process.

Tier II: Provide opportunities to engage in two way communication to identify ideas, concerns, and aspirations that will be reflected in the alternatives developed.

Tier III: Provide opportunities for direct contribution through advice, development of alternatives, and recommendations for solutions.

Tier IV: Provide opportunities for decision making and implementation.

5.1 Definitions

5.1.1 **Public Participation:** any process that engages the public and other stakeholders to provide input in community development and the decision making process.

5.1.2 **Degree of Public Participation:** the role of the public and stakeholders in Public Participation processes and the degree of influence in the decision making process.

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

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

5.2 Responsibility

5.2.1 **Town Council Responsibility:** To direct Administration to consider Public Participation or direct Administration to move forward with Public Participation.

5.2.2 **Administration Responsibility:** To act on the direction of Council or the decision of Administration, and if Public Participation is deemed necessary, the degree of Public Participation will be communicated on the Council Agenda Lead Sheet and conducted by the project manager. A Town web page will be dedicated to all Town-based Public Participation. An administration procedure is available for implementing this policy.

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