



# TOWN POLICY

## COUNCIL POLICY:

# Public Participation Policy

**POLICY NUMBER: P-60**

**RESOLUTION NUMBER:**

**ADOPTED:** June 12, 2018

**REFERENCE:** MGA 216  
Council Communications Policy  
Presentation to Council Policy  
Volunteer Agencies, Boards and Committees Policy

**SUPERSEDES:** New

**PREPARED BY:** Chief Administrative Officer

**DATE:** June 12, 2018

**UP FOR REVIEW:** June 12, 2022

**Policy Statement:** A policy to outline Councils commitment to accommodate public participation in the decision making process.

### **The purpose of this policy is to:**

In accordance with Section 216.1 of the revised *Municipal Government Act*, ADMIN-P012 “Public Participation Policy” has been collaboratively developed by the Town of Cardston Council and the Chief Administrative Officer to recognize the value of Public Participation and to create opportunities for meaningful Public Participation in decisions that directly impact the Municipal Stakeholders of Cardston.

Council strongly believes that Public Participation is an important aspect of the decision making process, one that adds necessary elements of transparency and increased effectiveness. Council is committed to providing Municipal Stakeholders of the Town of Cardston with the ability to voice their concerns in a constructive, respectful and impactful manner.

### **Policy Guidelines**

Council and the Chief Administrative Officer will strive to engage Municipal Stakeholders and promote Public Participation in the following ways:

- 1) Creating opportunities for Municipal Stakeholders who are affected by a particular decision to have a balanced influence on the decision. This will be achieved through providing the ability for Municipal Stakeholders to conveniently attend Council Meetings as a delegation, delivering Municipal Stakeholders’ concerns to Council and providing for the ability for Municipal Stakeholders to speak with the Chief Administrative Officer and Council within reasonable limits;
- 2) Providing Municipal Stakeholders with the necessary tools and information to engage in meaningful participation. This will be achieved through conforming to meeting and public hearing guidelines as set out in the Municipal Government Act and other relevant policy and bylaw, responding to all enquiries within a reasonable amount of time and by committing to strive to provide the best service possible; and





# TOWN POLICY

**TITLE: Public Participation Policy**

**POLICY NUMBER: P-60**

3) Committing to facilitate Public Participation above and beyond the minimum requirements as described in the *Municipal Government Act*. This will be achieved through the hosting of open houses when deemed necessary, the submission of surveys, and the existence of high quality, easily accessible and up-to-date social media and online information platforms.

## **Council Responsibilities**

### **Council will:**

- 1) Review and approve Public Participation initiatives developed by the Chief Administrative Officer in accordance to this Policy or as directed by Council;
- 2) Consider and respect input obtained through Public Participation;
- 3) Review this policy every four years at minimum, and ensure that the policy remains relevant and consistent with legislation and the Town of Cardston's policies and objectives;
- 4) Ensure appropriate resources are available to solicit Public Participation in accordance with this policy;
- 5) Commit to ensuring that Closed Sessions are held only when required by legislation to protect individuals' private information; and
- 6) Promote and support Public Participation inside and outside of the Council Chambers;

## **Legislative and Policy Implications**

- 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;
- 2) All Public Participation will be undertaken in accordance with all existing municipal policies and bylaws;
- 3) This policy will be made available for public viewing and will also be accessible on the Town of Cardston's website; and
- 4) This policy shall be reviewed once every four years at minimum, as required by the *Municipal Government Act*.

## **Public Participation Standards**

- 1) Public Participation will be conducted in a productive, respectful and inclusive manner;
- 2) Municipal Stakeholders who engage in Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, may be excluded from Public Participation opportunities; and
- 3) To ensure that the large volume of delegations that are regularly on meeting agendas in the Town of Cardston have the opportunity to deliver their presentations, the guidelines of the Presentation to Council policy will at all times be considered.

