



# TOWN POLICY

**POLICY NUMBER: 1107**

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**REFERENCE:**

Resolution No. 356.09.20

**ADOPTED BY:**

Town Council  
16 September 2020

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**PREPARED BY:** Legislative Services

**DATE:** September 3, 2020

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**TITLE: Public Participation Policy**

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## **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*.

## **1.0 DEFINITIONS**

**“Municipality”** means the Town of Strathmore

**“Municipal Stakeholders”** means the residents of the Town of Strathmore, as well as other individuals or organizations that are affected by a municipal decision.

**“Public Participation”** means formalized, non-statutory opportunities where municipal stakeholders receive information and provide input to the municipality.

**“Public Participation Plan”** means a plan that identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.

**“Public Participation Tools”** means the tools that may be used, alone or in combination, to create opportunities for public participation.

## **2.0 GENERAL POLICY COMMITMENTS**

2.1 Public participation in land use, planning and development matters will follow the guidelines described in Bylaw 14-11 (Land Use Bylaw), but the Town may consider and implement additional public participation tools if appropriate;

- 2.2 The Town of Strathmore will identify needs for public participation and develop public participation plans, following the guidelines described in section 4.0 (Public Participation Opportunities); and
- 2.3 Summaries of input obtained through public participation will be shared with Council and the public, to promote accountability and transparency.

### **3.0 POLICY RESPONSIBILITIES**

- 3.1 Council shall:
  - 3.1.1 Promote and support public participation as a way to enrich and inform municipal decision-making, including allocating funds and resources to enable public participation;
  - 3.1.2 Consider input obtained through public participation;
  - 3.1.3 Approve public participation needs as identified by Administration; and
  - 3.1.4 Review this policy every four years, at minimum.
- 3.2 Administration shall:
  - 3.2.1 Develop and maintain operating procedures to implement this policy;
  - 3.2.2 In accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval; and
  - 3.2.3 Report the findings of the public participation to Council.

### **4.0 PUBLIC PARTICIPATION OPPORTUNITIES**

- 4.1 Public participation is necessary when:
  - 4.1.1 It is required by the *Municipal Government Act* and other legislation, including existing municipal legislation;
  - 4.1.2 Council directs Administration to seek public input for specified initiatives, projects or proposals.
- 4.2 Public participation may be necessary when Council or Administration feels there is a need to seek public input, outside of the circumstances described in this policy.
- 4.3 As time and circumstances allow, opportunities for public participation will be advertised online, in print, and on the radio.
- 4.4 At any time, the municipality may choose not to seek public input, as long as the decision does not contravene the regulations of the *Municipal Government Act* or other legislation.

## **5.0 PUBLIC PARTICIPATION TOOLS**

- 5.1 The Town of Strathmore will use the following tools, alone or in combination, to create opportunities for public participation:
  - 5.1.1 Electronic and printed polls and surveys;
  - 5.1.2 Open houses, town hall meetings and workshops;
  - 5.1.3 In-person attendance and live online broadcasts of Council meetings;
  - 5.1.4 Public delegations and presentations at Council Meetings;
  - 5.1.5 Joint committees and task forces, convened for specific purposes and active within specific timeframes, with a capacity to form official
- 5.2 Council and Administration will consider the impact of the subject initiative, project or proposal, as well as available resources, timing and other factors when selecting public participation tools.

## **6.0 END OF POLICY**