

	CORPORATE POLICY PUBLIC PARTICIPATION	Policy No: CP-1010-18
		Approved By: Council
		Effective Date: June 11, 2018
		Resolution No.: 145-18
		Division/Department: City Manager's Office – Corporate Communications

PUBLIC PARTICIPATION POLICY

POLICY STATEMENT

The City of Spruce Grove values public participation as an important tool in terms of contributing to the decision making process for City Council and Administration.

1. PURPOSE

- 1.1 This public participation policy will establish the foundation for the City's public participation approach on how to involve stakeholders in the decision making process.
- 1.2 This policy is supplementary to and does not modify or replace statutory requirements through the *Municipal Government Act*, RSA 2000 c.M-26.

2. DEFINITIONS

- 2.1 "City" means the municipal corporation of the City of Spruce Grove in the Province of Alberta.
- 2.2 "Public participation" refers to opportunities for residents and/or key stakeholders to be involved in the decision making process. Public participation processes can include, but are not limited to, information sharing, surveys, open houses, focus groups, and/or workshops.
- 2.3 "Stakeholder" means a person or group of people that has an interest in or will be affected by any policy, program, service and/or project to be implemented.
- 2.4 "The public" means residents and/or stakeholders of the City of Spruce Grove.

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3. RESPONSIBILITIES

3.1 City Council

- (a) Approve and adopt the policy;
- (b) Consider public input received through public participation processes as part of their decision-making process; and
- (c) Promote public participation opportunities to stakeholders and/or residents;

3.2 City Administration

- (a) Provide timely, accurate and accessible information for the public;
- (b) Recommend and deliver appropriate levels of public participation for both emerging and ongoing policies, programs, services and projects;
- (c) Act as a liaison between the public and City Council, ensuring that both parties are aware of current and future public participation opportunities;
- (d) Inform residents and/or stakeholders of the outcomes of public participation activities including how feedback was used in the decision making process;
- (e) Develop public participation processes and tools and ensure allocation of the appropriate amount of resources to conduct public participation activities; and
- (f) Make reasonable efforts to reach, involve and hear from our residents and/or stakeholders.

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3.3 Public

- (a) Seek out opportunities for public participation and provide meaningful feedback when encouraged;
- (b) Promote public participation processes with fellow residents and/or stakeholders; and
- (c) Ask questions deemed necessary during participation processes.

4. PUBLIC PARTICIPATION APPROACH

4.1 The City will offer public participation in the following situations:

- (a) to inform a decision or action;
- (b) to help identify community needs and aspirations;
- (c) when there is a high risk of an initiative impacting the community; and
- (d) when required by law, policy or agreement.

4.2 The City will communicate to the community its public participation opportunities and processes, including how information will be used and how decisions are made.

4.3 The City will provide results of public participation activities publicly, unless materials contain sensitive or confidential information.

4.4 The City will, where possible, use a variety of public participation processes to ensure that each participation activity gathers the feedback necessary for the City to make an informed decision.

4.5 The City will use a public participation spectrum to determine and recommend appropriate levels of public participation for initiatives. The

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levels represent increasing degrees to which the public can impact a decision or outcome. More than one level on the spectrum may be used for any particular public participation process.

- 4.6 The City will organize at least one statistically representative resident survey, at least every two (2) years, to obtain the community's overall perceptions of quality of life, satisfaction with programs and services, and gather feedback on topical matters.
- 4.7 The policy will be updated at a minimum, every four (4) years or as required by Provincial legislation.

RELATED DOCUMENTS

City of Spruce Grove Public Participation Spectrum

APPROVAL

Mayor: Original signed by Stuart Houston Date: June 13, 2018