



## POLICY – AD 21

## PUBLIC PARTICIPATION

|                           |                |                         |      |
|---------------------------|----------------|-------------------------|------|
| <b>APPROVAL DATE:</b>     | 2021-09-07     | <b>CROSS-REFERENCE:</b> |      |
| <b>RESPONSIBILITY:</b>    | Administration |                         |      |
| <b>APPROVER:</b>          | Council        | <b>APPENDICES:</b>      |      |
| <b>REVISION DATE (s):</b> |                | <b>REVIEW DATE:</b>     | 2025 |

### POLICY STATEMENT

To establish the ways in which the Village of Marwayne shall engage municipal stakeholders.

### BACKGROUND

The Village of Marwayne recognizes that decisions are improved by engaging citizens and stakeholders, where appropriate, to provide Council and administration with the best possible information prior to making commitments. Recognizing the value of ongoing input from citizens and stakeholders, the Village of Marwayne is committed to maintaining open lines of communication to ensure that engagement remains relevant, successful, and upholds the public's best interests.

### OBJECTIVE

To ensure that the Village of Marwayne achieves a consistent, effective and efficient public participation process that adheres to the public engagement



requirements under the Municipal Government Act and any other applicable legislation.

## DEFINITIONS

**CAO** is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

**Employee** is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.

**Employer** is the Village of Marwayne in the Province of Alberta.

**MGA** is the Municipal Government Act as amended from time to time.

**Public** means any resident, landowner or stakeholder within the Village of Marwayne who has an interest in or is affected by a Village decision or outcome.

**Village** is the Village of Marwayne in the Province of Alberta.

## GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Employees and is subject to the terms set forth below:

- **Public Engagement**
  - The Village will engage the public by applying the most suitable method amongst those described in Schedule A, attached hereto.
  - Schedule A outlines the degree of public involvement and levels of participation based on the scope, timeframe, resources and level of complexity of a particular project and/or endeavor.
  - The Village is committed to informing its residents and notifying the public of matters requiring their participation.
  
- **Core Values**
  - **Responsibility**
    - Creating a viable and sustainable community between the Village of Marwayne, residents, landowners and stakeholders within our municipal boundary.



- **Public participation**
  - Meaning engagement practices that support community values, perspectives and experiences that foster strong relationships between the Village and its residents.
- **Proactive, timely and transparent**
  - Initiation of conversation, seeking input and providing feedback to the public on information gathered and how it shapes the decisions of the Village.
- **Consistent and accessible**
  - Utilizing clear and simple methods to carry out meaningful conversations to ensure people feel heard and know their input is valued.
- **Innovation and improvement**
  - Using best practices, tools and tactics based on recognized approaches to public participation and evaluation of processes.

## ROLES & RESPONSIBILITIES

| ROLE/TASK                                 | TITLE (s) OF PERSON RESPONSIBLE |
|---|---------------------------------|
| HANDLING INQUIRIES & COMMUNICATING POLICY | Chief Administrative Officer    |
| MONITORING REVIEWS AND REVISIONS          | Administrative Assistant        |



## SCHEDULE “A”

| INFORM  | INPUT  | LISTEN   | COLLABORATE   | EMPOWER  |
|---|--|--|---|--|
| Provide the public with balanced and objective information to assist them in understanding problems, alternatives, opportunities, and/or solutions. | Obtain feedback from citizens and stakeholders to test ideas and/or concepts, clarify issues, and identify possible solutions.                         | Create opportunities for Village staff, citizens, and stakeholders to enter into a dialogue together to explore each others perspectives, goals, plans, concerns, expectations and possible solutions. | Partner with citizens and stakeholders in each aspect of the decision, including development of alternatives, recommendations and preferred solutions.                                  | Delegate some or all aspects of decision making to citizens and stakeholders.                        |
| IMPLEMENTATION  |  |  |   |  |
| Provide ways and opportunities to communicate with the community in print and digital means.  | Provide ways and opportunities to collect input from the public with the assurance that their input will be considered in the decision making process. | Provide ways and opportunities to engage the public in conversations with assurance that their ideas, concerns, and aspirations will be reflected in the alternatives developed.                       | Provide ways and opportunities for the public to contribute directly through advice, developing solutions and alternatives, and making recommendations regarding decisions or outcomes. | Provide opportunities to the public to make decisions with assurances that they will be implemented. |
| EXAMPLES  |  |  |   |  |
| Advertising, website, fact sheets, brochures, etc.  | Public comment, surveys, comment cards, public meetings, open houses, etc.   | Workshops, focus groups, one on one conversations, discussion boards, etc.   | Citizen advisory committees, working groups, steering committees, etc.  | Authorized committees, voting, citizen juries, etc.  |