

	<b>CITY OF LACOMBE</b> <b>COUNCIL POLICY</b>	
	<b>PUBLIC PARTICIPATION</b>	
	Policy Number:	11/211.01 2018PO
	Effective By:	Upon approval
	Rescinds:	N/A
	Review Frequency:	Every three (3) years
	Responsible Department:	Community Services
	Reference:	City of Lacombe Public Engagement Administrative Directive; Public Engagement Framework; Public Input Toolkit

### Purpose of the Policy

The purpose of this Policy is to ensure that the City of Lacombe achieves a consistent and strategic approach when engaging in municipally sponsored public participation processes and activities, and that it adheres to applicable statutory and non-statutory requirements outlined within the Municipal Government Act and other applicable legislation.

### Policy Statement

The City of Lacombe recognizes that certain municipal decisions can be enhanced by appropriately engaging stakeholders, and is committed to accessible public participation processes and activities that are respectful, meaningful, accountable and effective. The City is also committed to reporting back to the public on how their views have been considered in decision-making processes. Finally, the City is committed to transparent and inclusive processes that are supported by facts, inclusive of the diversity of the community, and are within the municipality's ability to resource.

### Applicability

This Policy applies to Council, municipal employees, volunteers, contractors and individual service providers involved in planning and implementing public participation processes and activities for or on behalf of the City of Lacombe. It applies to all City policies, programs, projects and services. Public participation processes and activities should support decision making for the purposes of:

- Designing or implementing a new policy, program, project or service that has an impact on the public.
- Evaluating, changing or ending an existing policy, program, project or service that has an impact on the public.
- Fulfilling a legislated or regulated requirement, or
- Responding to a community or stakeholder-initiated request.

### Non-Compliance

The City of Lacombe recognizes that effective public participation plays an important role in the democratic process by allowing people to contribute to civic decision-making processes. Consequently, ineffective public engagement can do more harm than good by creating unrealistic expectations regarding program or service delivery, damaging trust in local government, or polarizing points of view.

### Definitions & Abbreviations

- "City" means the municipal corporation of the City of Lacombe.

- “Community” refers to the City, residents, businesses, schools, religious institutions and all other organizations, agencies and groups that make up Lacombe.
- “Public” refers to the most general and inclusive term for participants of public processes in the municipal context. This term includes individuals, not-for-profit, community and corporate organizations.
- “Public participation” means the process of involving identified or general publics in the municipal decision-making process; whether by informing, consulting, involving, collaborating with, or empowering them with final decision-making ability.
- “Legislation” refers to the pieces of law that govern the operations of the City of Lacombe.
- “Stakeholder” means anyone (individual, group, agency or organization) that has an interest in an issue, will be or is likely to be affected by an issue, or can affect a decision or outcome.
- “Statutory requirement” means a requirement written into a law passed by the provincial or federal governments.
- “Non-statutory requirement” means a rule based on customs, precedents or court decisions.

## Responsibilities

The responsibility for adherence to this Policy lies with Council, municipal employees, volunteers, contractors and individual service providers involved in planning and implementing public participation processes and activities services for or on behalf of the City of Lacombe.

In addition, Council is to:

- Serve as an advocate for public participation by working with Administration to identify and create appropriate opportunities for the public to contribute to Council decisions.
- Recognize the benefits of public participation by considering stakeholder input obtained through public participation activities as part of Council’s decision-making process.
- Ensure appropriate resources are available to allow for the implementation of consistent, accessible public participation processes and activities that are representative, respectful, meaningful, accountable and effective.
- Consider the ongoing allocation of resources for successful implementation of this Policy in the annual budget process

The Chief Administrative Officer is to:

- Be guided by this Policy when determining the level of public participation required prior to making a decision.
- Implement this Policy; approve the Administrative Directive and Procedures.
- Ensure this Policy is reviewed every three (3) years, and verify its implementation.
- Ensure resources are adequate to facilitate staff’s role in conducting the appropriate process.
- Provide guidance to Council, ensuring that sufficient public engagement has occurred.
- Recognize the benefits of public participation.
- Serve as an advocate for public participation.

For detailed direction, please refer to the City’s *Public Engagement Administrative Directive*, *Public Engagement Framework*, and <sup>1</sup>*Public Input Toolkit* (adopted August 24, 2015), which guide the implementation of this Policy and outline the key administrative components, processes and procedures of public participation.

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<sup>1</sup>The City of Lacombe has adopted the Public Input Toolkit for Municipalities (Alberta Municipal Affairs, September 2014) for use in its public engagement planning processes.

Original Signed

Mayor

Approval Date  
(MMMM/DD/YYYY)

Original Signed

Chief Administrative Officer

Approval Date  
(MMMM/DD/YYYY)

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