

CITY OF AIRDRIE

COUNCIL POLICY

PUBLIC PARTICIPATION POLICY

Effective Date: July 3, 2018

Revision Date: \_\_\_\_\_

Approved By: City Council

Approved On: July 3, 2018

Resolution #: 2018-C-185

**PURPOSE:**

The City of Airdrie believes decisions are improved by engaging citizens and other stakeholder groups and is committed to undertaking public participation on issues that affect the public in accordance with this Policy. The City believes public participation will build relationships, increase public knowledge, increase transparency, and increase the quality and quantity of input received.

This Policy was developed in accordance with the *Municipal Government Act*. It has been developed to recognize the value of public participation and create opportunities for meaningful public participation, where appropriate, in decisions that directly impact the public. This Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

**SCOPE:**

This Policy applies to Council and administrative staff on public participation activities.

**DEFINITIONS:**

1. **"Municipal Stakeholders"** means the residents of the municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the City of Airdrie.
2. **"Public Participation"** includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and provide input to the City of Airdrie.
3. **"Public Participation Plan"** means a plan that identifies which Public Participation tools are to be used to obtain public input in a particular circumstance.

**POLICY:**

The City of Airdrie believes in engaging its Municipal Stakeholders to ensure the best decisions are made by Council and staff. The City commits to the foundations and principles outlined below and ensuring citizens feel they play an effective role in decision making.

***When the City of Airdrie Will Engage the Public***

If the decision is consultative (rather than directive) and has one or more of the following triggers, public participation will be undertaken:

- Council has made a previous commitment for engagement, has engaged on a similar decision or requests Public Participation;
- There is a decision to be made that is going to greatly affect Municipal Stakeholders;
- The decision will create or be perceived to create winners and losers;
- The decision is a known concern for a stakeholder group;
- The decision is controversial in that it will generate significant and diverse interest and opinions among Municipal Stakeholders;
- The natural environment may be significantly affected; or
- Municipal Stakeholders perceive there are risks associated with the decision.

***How the City of Airdrie Will Engage the Public***

The City of Airdrie will follow best practices from the IAP2 organization on how best to engage Municipal Stakeholders based on the decision to be made and the Municipal Stakeholders involved. A Public Participation Plan will be drawn up to guide the level of Public Participation that best fits the needs of the situation based on the IAP2 spectrum.

## iap2 public participation spectrum

developed by the international association for public participation

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<b>PUBLIC PARTICIPATION GOAL</b>	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public issues and concerns are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
<b>PROMISE TO THE PUBLIC</b>	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and issues are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
<b>EXAMPLE TOOLS</b>	<ul style="list-style-type: none"> <li>• Fact sheets</li> <li>• Websites</li> <li>• Open houses</li> </ul>	<ul style="list-style-type: none"> <li>• Public comment</li> <li>• Focus groups</li> <li>• Surveys</li> <li>• Public meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Workshops</li> <li>• Deliberate polling</li> </ul>	<ul style="list-style-type: none"> <li>• Citizen Advisory committees</li> <li>• Consensus-building</li> <li>• Participatory decision-making</li> </ul>	<ul style="list-style-type: none"> <li>• Citizen juries</li> <li>• Ballots</li> <li>• Delegated decisions</li> </ul>

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### *The City of Airdrie's Principles of Public Engagement*

**Inclusive** – The planning and design of a Public Participation process includes input from appropriate local officials as well as from members of intended participant communities including making efforts to reach out to members of the community who may be less engaged or less vocal in order to assess the true sentiments of a community.

**Transparent** – There is clarity and transparency about the Public Participation process sponsorship, purpose, design, and how decision makers will use the process results.

**Authentic** – A primary purpose of the Public Participation process is to generate public views and ideas to help shape local government action or policy rather than persuade residents to accept a decision that has already been made. The ideas, preferences and/or recommendations contributed by the public are documented and seriously considered by decision makers.



**Broad** – The Public Participation process includes people and viewpoints that are broadly reflective of the City's population of affected residents.

**Informed** – Participants in the Public Participation process have information and/or access to expertise consistent with the work that sponsors and conveners ask them to do.

**Accessible** – Public Participation processes are broadly accessible in terms of location, time, and language, and support the engagement of residents with disabilities.

**Appropriate** – The Public Participation process utilizes one or more discussion formats that are responsive to the needs of identified participant groups and encourages full, authentic, effective and equitable participation consistent with process purposes. This may include relationships with existing community forums.

***Who is Responsible for What in Public Participation:***

**Council is responsible to:**

- Consider input obtained through Public Participation;
- Review this Policy to ensure it complies with all relevant legislation, municipal policies and the spirit and intent of the City of Airdrie's beliefs on Public Participation;
- Ensure appropriate resources are available to effectively solicit Public Participation; and
- Promote and support Public Participation.

**CAO is responsible to:**

- Create and implement Public Participation Plans that align with this Policy and administrative procedures;
- Report the findings of the Public Participation to Council;
- Evaluate the effectiveness of the Public Participation Plan and tools used in a particular circumstance;
- Ensure all Public Participation is undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation as well as being in accordance with all existing municipal policies;
- Ensure this Policy is available for public inspection and posted to the City of Airdrie's website;

- Ensure this Policy is reviewed at least once every four years.

**Municipal Stakeholders are responsible to:**

- Bring honest and respectful input; and
- Stay abreast of public participation opportunities through airdrie.ca, local media and other communications channels



Mayor



Acting City Clerk