



PUBLIC PARTICIPATION POLICY

Council Policy

C-191

Policy Number:	C-191
Policy Owner:	Communications & Engagement
Adopted By:	Council
Adoption Date:	2018 July 03
Effective Date:	2018 July 03
Date Last Amended:	YYYY Month DD
Date Last Reviewed:	2024 January 02

Purpose

- 1 This policy has been developed in accordance with section 216.1 of the *Municipal Government Act* to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public at Rocky View County (“the County”).
 - (1) This policy is supplementary to the statutory public hearing requirements in the *Municipal Government Act*.



Policy Statement

- 2 Good governance includes engaging Stakeholders in Public Participation by:
 - (1) creating inclusive opportunities for Stakeholders to influence the decisions that affect them;
 - (2) promoting responsible decisions by recognizing the range of Stakeholder perspectives and interests;
 - (3) providing Stakeholders with the appropriate information and tools to engage in meaningful participation; and
 - (4) ensuring Public Participation activities are undertaken when there is an opportunity for Stakeholders to shape action or policy.



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Public Participation Opportunities

- 3 The County undertakes Public Participation activities when:
- (1) new programs or services are being established;
 - (2) existing programs and services are being reviewed or significantly changed;
 - (3) identifying Council priorities;
 - (4) developing the County's strategic, business, capital, and financial plans;
 - (5) required by legislation;
 - (6) deemed necessary by the Chief Administrative Officer (CAO); or
 - (7) otherwise directed by Council.

Responsibilities

- 4 Council:
- (1) identifies any opportunities for Public Participation as early as possible in the decision-making process;
 - (2) considers public input obtained through Public Participation activities as part of their decision-making process;
 - (3) promotes Public Participation activities and provide, where appropriate, Council representation; and
 - (4) ensures resources are available for appropriate Public Participation programs and services.
- 5 Administration, through the CAO:
- (1) identifies any opportunities for Public Participation as early as possible in the planning process;
 - (2) ensures a co-ordinated approach to Public Participation within the County;
 - (3) ensures that the resources invested in Public Participation activities are reasonable and appropriate for the impact the decision will have on Stakeholders;



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- (4) develops all necessary processes and tools that support the implementation of this policy;
- (5) communicates to Council, and the community where appropriate, how public input was gathered and used in Administrative decision-making or recommendations to Council; and
- (6) makes recommendations to Council on the appropriate resources required for Public Participation.

Legislative and Policy Implications

- 6 Public Participation activities are undertaken in accordance with the Public Engagement Plan, the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act*, County policies and bylaws, and any other applicable legislation.
- 7 Nothing in this policy affects any right or obligation that the County or any person has under any other provision of the *Municipal Government Act*, per section 216.1(4) of the Act.
- 8 No resolution or bylaw of Council may be challenged on the grounds it was made without complying with this policy, per section 216.1(5) of the *Municipal Government Act*.
- 9 Where appropriate and feasible, the County encourages its Boards and Committees to create meaningful opportunities for Public Participation.
- 10 This Policy will be posted publicly on the County website.
- 11 This Policy will be reviewed at least once every four years.



References

Legal Authorities

- *Municipal Government Act*, RSA 2000, c M-26
- *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25
- *Public Participation Policy Regulation*, AR 193/2017

Related Plans, Bylaws, Policies, etc.

- Policy A-190, *Corporate Communications*
- Policy C-190, *Corporate Communications*
- *Chief Administrative Officer (CAO) Bylaw C-7350-2014*
- CAO Delegation Order
- *Public Notification Bylaw C-7860-2019*



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Related Procedures	<ul style="list-style-type: none"> • <i>Procedure Bylaw C-8277-2022</i>
Other	<ul style="list-style-type: none"> • N/A • Alberta Municipalities – Public Participation Policies and Public Notification: A Guide for Municipalities



Policy History

Amendment Date(s) – Amendment Description	<ul style="list-style-type: none"> •
Review Date(s) – Review Outcome Description	<ul style="list-style-type: none"> • 2024 January 02 – Updates required to align with current practices and policy format; removed Public Engagement content, which will be further in forthcoming policies, procedures, and plans



Definitions

12 In this policy:

- (1) “Administration” means operations and staff of Rocky View County under the direction of the Chief Administrative Officer;
- (2) “Council” means the duly elected Council of Rocky View County;
- (3) “Chief Administrative Officer” or “CAO” means the chief administrative officer of Rocky View County as defined in the *Municipal Government Act* or their authorized delegate;
- (4) “Public Engagement Plan” means a plan which identifies which Public Participation Tools are to be used to obtain public input in a particular circumstance;
- (5) “Public Participation” means a variety of non-statutory opportunities where Stakeholders receive information and/or provide input to the municipality;
- (6) “Rocky View County” or “the County” means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires; and
- (7) “Stakeholder” means County residents, business owners, property owners, or other individuals or groups who are impacted, directly or indirectly, by a County action or decision.