	COUNCIL POLICY	Policy No: CP-1058-24
		Approved By: Council
		Effective Date: October 28, 2024 Resolution No.: RCM-285-24 Last Reviewed Date: October 28, 2024
		Division: Strategic and Communications Services - 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 the Public and/or Interested Parties 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*, R.S.A. 2000, c M-26, as amended and the Public Participation Policy Regulation, Alta Reg 193/2017.

2. DEFINITIONS

- 2.1 “Administration” means the administrative and operational arm of the City, comprised of the various departments and business units including all employees who operate under the leadership and supervision of the City Manager.
- 2.2 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta.
- 2.3 “Council” means the Council of the City elected pursuant to the *Local Authorities Election Act*, R.S.A 2000, c L-21, as amended.

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2.4 “Interested Parties” means a person, group, or organization that has an interest in, or will be affected by, a City bylaw, policy, program, service or project.

2.5 “Public Participation” refers to opportunities for the Public and/or Interested Parties to be involved in the decision-making process. Public Participation processes can include, but are not limited to, public hearings, information sharing, surveys, open houses, town halls, focus groups, and/or workshops.

2.6 “Public” means residents of the City of Spruce Grove.


3. RESPONSIBILITIES

3.1 Council must:

- (a) consider input received through Public Participation processes as part of their decision-making process; and
- (b) promote Public Participation opportunities where appropriate to the Public and/or Interested Parties.

3.2 Administration must:

- (a) provide timely, accurate and accessible information for the Public and/or Interested Parties;
- (b) recommend and deliver appropriate levels of Public Participation as outlined in Section 4;
- (c) act as a liaison between the Public and/or Interested Parties, and Council, ensuring that the parties are aware of current and future Public Participation opportunities;

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- (d) inform the Public and/or Interested Parties of the outcomes of Public Participation activities;
- (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 the Public and/or Interested Parties.

3.3 The Public must:

- (a) adhere to the Respectful Interactions with City Council Policy and Respectful Interactions with City Employees Policy when engaging in public participation activities.

4. PUBLIC PARTICIPATION POLICY

- 4.1 The City must offer Public Participation when required by legislation, policy, or agreement.
- 4.2 The City may offer Public Participation in the following situations:
 - (a) to inform a decision or action;
 - (b) to help identify community needs and aspirations; or
 - (c) when there is a high risk of an initiative impacting the community.
- 4.3 The City must communicate to the Public and/or Interested Parties its Public Participation opportunities and processes, including how information will be used and how decisions are made.

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- 4.4 The City must provide a summary of the results of Public Participation activities publicly, unless materials contain sensitive or confidential information.
- 4.5 The City must, 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.
- 4.6 The City must organize at least one resident survey, at least every four (4) years at the mid-point of a Council term, to obtain the community’s overall perceptions of quality of life, satisfaction with programs and services, and/or gather feedback on topical matters.
- 4.7 This policy must be reviewed at a minimum, every four (4) years.

5. RESCISSION OF POLICY CP-1010-18

CP-1010-18 – Public Participation Policy is hereby rescinded.

APPROVAL

Mayor: Original signed by Mayor Acker Date: October 28, 2024