

PUBLIC PARTICIPATION

Policy Number:	11/211.01 2024PO
Policy Review:	Every three (3) years
Policy Owner (Dept.):	Community Services
Reference(s):	City of Lacombe Public Participation Administrative Directive; Public Participation Plan, IAP2 Canada Website

1. PURPOSE OF POLICY

- 1.1. 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.

2. POLICY STATEMENT

- 2.1. 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 when information has been shared with Council. 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.

3. APPLICABILITY

- 3.1. This Policy applies to Council, Administration, 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 support decision-making for the purposes of:
 - 3.1.1. Designing or implementing a new policy, program, project, or service that impacts the public.
 - 3.1.2. Evaluating, changing, or ending an existing policy, program, project or service that impacts the public.
 - 3.1.3. Fulfilling a legislated or regulated requirement or
 - 3.1.4. Responding to a community or stakeholder-initiated request.

4. DEFINITIONS AND ABBREVIATIONS

- 4.1. "Administration" – Means the employees of the City of Lacombe.

COUNCIL POLICY



- 4.2. “City” means the municipal corporation of the City of Lacombe.
- 4.3. “Community” refers to the City, residents, businesses, schools, religious institutions and all other organizations, agencies and groups that make up Lacombe.
- 4.4. “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.
- 4.5. “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.
- 4.6. “Legislation” refers to the pieces of law that govern the operations of the City of Lacombe.
- 4.7. “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.
- 4.8. “Statutory requirement” means a requirement written into a law passed by the provincial or federal governments.
- 4.9. “Non-statutory requirement” means a rule based on customs, precedents or court decisions.
- 4.10. “IAP2” – The International Association for Public Participation is an organization with the mission to promote and advance public participation and community engagement globally through targeted initiatives that are guided by culturally adaptive standards of practice and core values.

5. ROLES AND RESPONSIBILITIES

- 5.1. Council
 - 5.1.1. Approve Policy.
 - 5.1.2. Comply with this Policy.
- 5.2. Chief Administrative Officer
 - 5.2.1. Ensure Administration’s compliance with the Policy.
 - 5.2.2. Ensure that the public is appropriately informed of the policy.
 - 5.2.3. Facilitate resolution where this Policy conflicts with the City’s Public Consultation Policy, any other City Policy, Provincial or Federal legislation.

6. POLICY DETAILS

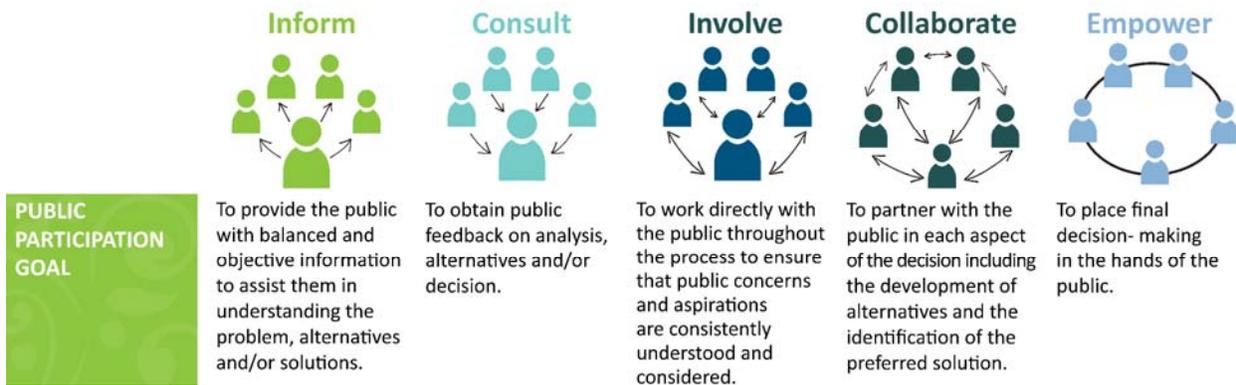
- 6.1. Council will:

COUNCIL POLICY



- 6.1.1. 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.
- 6.1.2. Recognize the benefits of public participation by considering stakeholder input obtained through public participation activities as part of Council’s decision-making process.
- 6.1.3. Ensure appropriate resources are available to implement consistent, accessible public participation processes and activities that are representative, respectful, meaningful, accountable, and effective.
- 6.1.4. Approve the annual public participation plan.
- 6.1.5. Consider the ongoing allocation of resources for successfully implementing this Policy in the annual budget process.
- 6.1.6. Understand, appreciate and utilize the public participation principles, language, verbiage, and tactics of IAP2 summarized in Table 1.

Table 1



7. END OF POLICY

Original Signed

Signature of Mayor

Original Signed

Signature of CAO

Approved by Council January 22, 2024

Date

Approved by Council January 22, 2024

Date

COUNCIL POLICY



POLICY RECORD

Approval and Amendment History

Date of Council Meeting	Council Motion Number	Description
June 25, 2018	11/211.01 2018PO	Previous Public Participation Policy

Review History

Date of Policy Owner's Review	Description/Action Taken or Required