

## TOWN OF PINCHER CREEK

<b>Approved by:</b> Council	<b>Date:</b> June 25, 2018	<b>Policy Number:</b> 166-18
<b>Reference:</b> Resolution # 18-346	<b>Revision Date/by:</b> June 25, 2022	
<b>Title:</b> <b>PUBLIC PARTICIPATION POLICY</b>		

### **Policy Statement**

The Town of Pincher Creek shall provide guidelines and processes for Public Engagement that will contribute to service levels and project decision making by Town Council and Administration.

### **1. Definitions**

- 1.1 Chief Elected Official - is the Mayor or in his absence the Deputy Mayor.
- 1.2 Chief Administrative Officer - is the Chief Administrative Officer appointed under the MGA.
- 1.3 Department Head – the Director of Operations, Director of Community Services, Director of Finance and Human Resources, Legislative Services Manager and Administrative Manager
- 1.4 Council - elected Council of the Town of Pincher Creek performing the duties of Councilors under MGA.
- 1.5 MGA – shall mean the Municipal Government Act RSA 2000, Chapter M26 and amendments thereto.

### **2. Legislation Background**

Section 216 .1(1) of the *Municipal Government Act* states: Every Council of a Municipality must establish a public participation policy for the municipality.

- 2.1 Alberta Regulation 193/2017; Municipal Government Act

### **3. Responsibilities**

- 3.1 **Chief Elected Official and Town Council**  
Must establish a public participation policy by July 23, 2018

**3.2 Council**

- a) To provide guidelines for the public engagement processes with stakeholders
- b) to help align Council priorities with residents priorities
- c) to support the decision making process with residents opinions
- d) to ensure a consistent and clear practice for obtaining resident input
- e) to determine the appropriate level of engagement
- f) to enhance the Town's reputation of engagement and response

**3.3 Chief Administrative Officer**

- a) To ensure that Town department heads engage in citizen information and participation as per Policy dictate

**4. Methods of Communication**

The municipality will use the following methods of engaging with our municipal Residents and stakeholders:

Local media	
Social Media	Town Website
iWorq (citizen comments)	Town Newsletter (paper and online)
Town Hall meetings	Personal letters and notifications
Workshops and Open Houses	Solid waste pick-up truck bulletin board
Occasional surveys	Public Bulletin Boards
Public Presentations at Shopping Mall	Local trade show
Electronic Signage	
Public Hearings and Land Use Bylaw Amendments as per statutory regulations	

In addition, we will have ongoing collaboration with public organizations, non-profit organizations, service clubs and volunteer boards.

**5. Categories of information and or circumstances for engagement**

Council business – i.e. Annual budget

Planning and Development – i.e. neighborhood developments (including subdivision), Municipal Development Plan, Intermunicipal Development Plan, Area Structure Plans

Protective Services – i.e. Bylaws and enforcement, Fire Dept. and Emergency Management

Operations – i.e. – construction of infrastructure, traffic management, interruption of services

Community Services – i.e. Trail development, public facility development, recreation plans, and special activities and events

The above items are examples and not a full or complete list of areas of information sharing and engagement.

**6. Responsibility**

Communication requires the sharing of information in both directions. The Town will endeavor to communicate effectively with the municipal residents and stakeholders regarding services, projects, policies and programs and in return residents and stakeholders will endeavor to avail themselves of the many opportunities to be informed of activities and information relating to them, their needs and responsibilities.

**7. Criteria for Engagement**

The Town Council and Administration will determine on an as needed basis the methods used for communication, primarily to be determined by who is directly or indirectly affected.

Residents and stakeholders will be invited to engage on any newly proposed municipal services or facilities, initially during the budget phase and periodically throughout the planning stages.

**8. Strategy**

The Town Council and or Administration will determine on an individual project basis the timing, pertinent information and collaboration methods for resident and stakeholder communication.

**9. End of Policy**