
Public Engagement Policy

Date of Approval by Council: 25 April 2018

Resolution Number: 86/2018

Lead Role: Chief Administrative Officer

Replaces: 148/2017

Last Review Date: August 16, 2017

Next Review Date: April 2021

Administrative Responsibility: Chief Administrative Officer

Purpose

The purpose of this policy is to establish the foundation for the Town of Bruderheim's reasons, guidelines and procedures for conducting public engagement. This policy applies to both staff and external consultants.

Policy Statement

1. The public and stakeholders of the Town of Bruderheim:
 - a) Have the right to be informed, consulted, and engaged in decisions that affect them.
 - b) Are encouraged to meaningfully engage so their voices strengthen decisions and their involvement helps build a stronger community.
 - c) Are encouraged to increase their understanding and knowledge about local issues as well as their role in the Town of Bruderheim's decision-making process so they can participate meaningfully.

2. The Town of Bruderheim:
 - a) Will provide public engagement opportunities that are open and transparent.
 - b) Will give serious consideration to the public's input gathered in public engagement processes.
 - c) Is committed to working together with the public to continuously improve its public engagement processes.
 - d) Supports the Town of Bruderheim staff to build their skills and knowledge to engage the public in a meaningful way.
 - e) Believes that involving the public and stakeholders in public engagement leads to better, more informed decisions.

Definitions

External Public Engagement - A formal, defined, interactive process between the Town of Bruderheim, the public and stakeholders, designed to increase mutual understanding, gather information, exchange ideas, and/or solve problems with the goal of making better, more informed decisions.

Internal Engagement- A formal, defined, interactive process between the Town of Bruderheim and its employees designed to increase mutual understanding, gather information, exchange ideas, and/or solve problems with the goals of making better, more informed decisions.

The Public – Anyone, (including groups and individuals), who may have an interest in a specific topic or issue under discussion. The public may, or may not, be directly impacted by a decision on the issue.

A Stakeholder - An individual or group who has a specific interest or is impacted by a topic or issue. Stakeholders may include residents, non-residents, groups, organizations, individuals, representatives and/or the Town of Bruderheim staff, depending on the issue.

Guidelines

Principles of Public Engagement

Public Engagement in the Town of Bruderheim will be planned, implemented, evaluated and reported using these nine guidelines.

1. Public Engagement is **PROACTIVE**: it is initiated early enough for participants to make informed decisions and impact the outcomes.
2. Public Engagement is **RELEVANT** and **EFFECTIVE**: the process is planned, effectively communicated and implemented to encourage public participation and contribution in an appropriate manner.
3. Public Engagement is **EQUITABLE**: Members of the public are provided with a reasonable opportunity to contribute, developing a balanced perspective.
4. Public Engagement is **CLEAR** and **FOCUSED**: The Town of Bruderheim and the public understand their respective roles in a public engagement process, including the level of involvement and how input will be used to inform decisions.
5. Public Engagement is **INCLUSIVE**: It uses a range of methods to engage various audiences to maximize participation and improve the quality of feedback.
6. Public Engagement **INCREASES UNDERSTANDING**: Mutual understanding is increased through two-way interaction, where the information presented is easily understood by the intended audience.
7. Public Engagement is **RESPONSIVE** and **ONGOING**: Public engagement has an ongoing focus on relationship building, active listening, and increased understanding.
8. Public Engagement **BUILDS CAPACITY**: Staff, public and stakeholders are better equipped for future engagement opportunities.
9. Public Engagement is **ACCOUNTABLE** and **TRANSPARENT**: public engagement outcomes are measured, evaluated and reported in a timely manner.

Public Engagement Circumstances

Public engagement is required when:

- Legislation requires it.
- Council or Town administration requests it.

Public engagement may be required when:

- Citizens or stakeholders request it.
- Citizens' quality of life may be affected.
- The natural environment may be affected.
- Geographical communities or communities of interest may be affected.
- There are already strong views on the issue.

- Many people will be affected.

Public engagement is not required when:

- The decision has already been made.
- The project- or issue- related decision has already been made.
- The issue related to the development of an administrative policy that doesn't require or involve public consultation.
- Stakeholder input will not be considered.

Public Engagement Approaches

The Public engagement continuum gives guidance to Town of Bruderheim staff to determine the level of engagement for a particular project. The levels represent increasing degrees to which the public can impact the decision or outcome.

Input - Obtain feedback from citizens and stakeholders to test ideas or concepts, clarify issues, and identify possible solutions.

Listen and Learn - Create opportunities for Town of Bruderheim staff, Council, citizens and stakeholders to enter into a dialogue together to explore each other's perspectives, goals, plans concerns, expectations, and possible solutions.

Collaborate - Partner with citizens and stakeholders in each aspect of the decision, including the development of alternatives, recommendations and preferred solutions.

Empower – Delegate some or all aspects of decision making to citizens and stakeholders.

Clear, concise, non-biased information is the basis of all public engagement processes.

Dated this 25th day of April, 2018

THE TOWN OF BRUDERHEIM

Per: 
PATTY PODOBORZNY,
Chief Administrative Officer