

PUBLIC PARTICIPATION STRATEGY & TOOLKIT

Issue

A Public Participation Strategy & Toolkit has been prepared for Council's consideration.

Motion Proposed by Administration

That the Public Participation Strategy & Toolkit be received as information; and
That the following four areas form the basis for the Public Participation Governance Policy:

1. Principles of Engagement;
 2. The IAP2 Spectrum of Public Participation and its core values;
 3. The input and engagement zones;
 4. The roles and responsibilities in developing public participation strategies;
- and

That Council's Governance and Priorities Committee conduct a review of Council appointed citizen committees with this new public participation lens to determine if any changes are required to align and enhance citizen participation.

Report, Analysis and Financial Implications

Increasing public engagement in municipal and community issues is one of the objectives of the "Provide Good Governance" strategic direction identified in the 2014 - 2017 Business Plan. In April 2017, Modus Planning, Design & Engagement was contracted to assist the Town in developing a comprehensive public participation review, strategy and framework for future activities. Additionally, the amendments to the *Municipal Government Act (MGA)* require municipalities to adopt a public participation policy that identifies the types or categories of approaches and circumstances that will be used to engage stakeholders.

The attached Public Participation Strategy and Toolkit identifies the context, purpose, and objectives of public participation, along with the key concepts and guiding principles of public participation. The Toolkit also identifies how to implement the public participation strategy and provides a number of proven tools and techniques for consideration. It also provides a continuous improvement mechanism through the post event evaluation.

The Toolkit represents the roles of both Council and Administration. There are four areas within the Toolkit that require Council's approval:

1. Principles of Public Participation (pages 18 to 19)
2. The IAP2 Spectrum of Public Participation and its core values (page 13)
3. The input and engagement zones (page 15)
4. The roles and responsibilities in developing public participation strategies (pages 21 to 22)

Together, after approval, these four areas will form the Public Participation Policy. A draft Policy has been created (Attachment 2).

Once the Toolkit and Policy are adopted, the next phase of the public participation strategy is for Council to analyze their citizen advisory committees from a public participation lens to determine if any adjustments are necessary to better align with the principles, core values, and engagement zones of the Public Participation Strategy & Toolkit.

Strategic Plan Goals

<input type="checkbox"/>	Manage Community Growth	<input checked="" type="checkbox"/>	Provide Strong Governance
<input type="checkbox"/>	Provide Quality Community Infrastructure	<input type="checkbox"/>	Healthy and Safe Community
<input type="checkbox"/>	Maintain Organizational Excellence	<input type="checkbox"/>	Foster Economic Vitality
		<input type="checkbox"/>	Promote Environmental Stewardship

Governing Policies/Bylaws/Legislation or Agreements

- Section 216.1 of the *MGA*
- Public Participation Policy Regulation

Public Engagement/Communication Strategy

The Toolkit and Policy will be posted on the Town of Okotoks website for public viewing in a newly created webpage that will capture all future public participation activities.

Alternatives for Consideration

n/a

CAO Comments

I support the recommendations and believe adoption and implementation of this Toolkit will provide Council, Administration, and the public with clarity on engagement zones as well as enhance citizen participation opportunities going forward.

Attachment(s)

1. Town of Okotoks Public Participation Strategy & Toolkit
2. Draft Public Participation Policy

Prepared by:
Nancy Weigel
Corporate & Strategic Services Director
January 4, 2018