



Council Policy #1

PUBLIC PARTICIPATION POLICY

Approved by Council Resolution: 23/03/02

1. PURPOSE:

To provide Beaumont Council and Administration with a framework to assist in determining the scope and approach of public engagement necessary for any project or issue to gain the necessary feedback, insight and involvement from intended participants.

This policy has been developed in accordance with Section 216.1(1) of the Municipal Government Act.

2. POLICY STATEMENT:

The City of Beaumont supports public engagement to identify, understand and develop strategies that reflect the needs and concerns of residents and stakeholders. The City values public engagement for the information that it provides decision-makers to make well-informed decisions about municipal policies, programs, services, and initiatives.

3. SCOPE/APPLICATION:

Guiding Principles:

- **Open and Effective Communication** - working with the community cooperatively and transparently to share information and provide opportunities for open and constructive dialogue.
- **Timeliness** - considering the appropriate timeframe required for the public participation process to facilitate an informed decision.
- **Inclusivity and Accessibility** - ensuring public notice and participation is based on building trust and relationships that take into account the diversity of needs, abilities and viewpoints of the members of the community.
- **Building Community Participation** - planning for a range of public participation techniques to maximize community contributions.
- **Shared Responsibility and Commitment** - public participation leads to better decisions and is a shared responsibility of Council, Administration and the community.
- **Evaluation and Continual Improvement** - public participation is a dynamic and ever-evolving process that needs continual evaluation and adjustment to continuously improve and address the changing needs of the community.

Roles and Responsibilities:

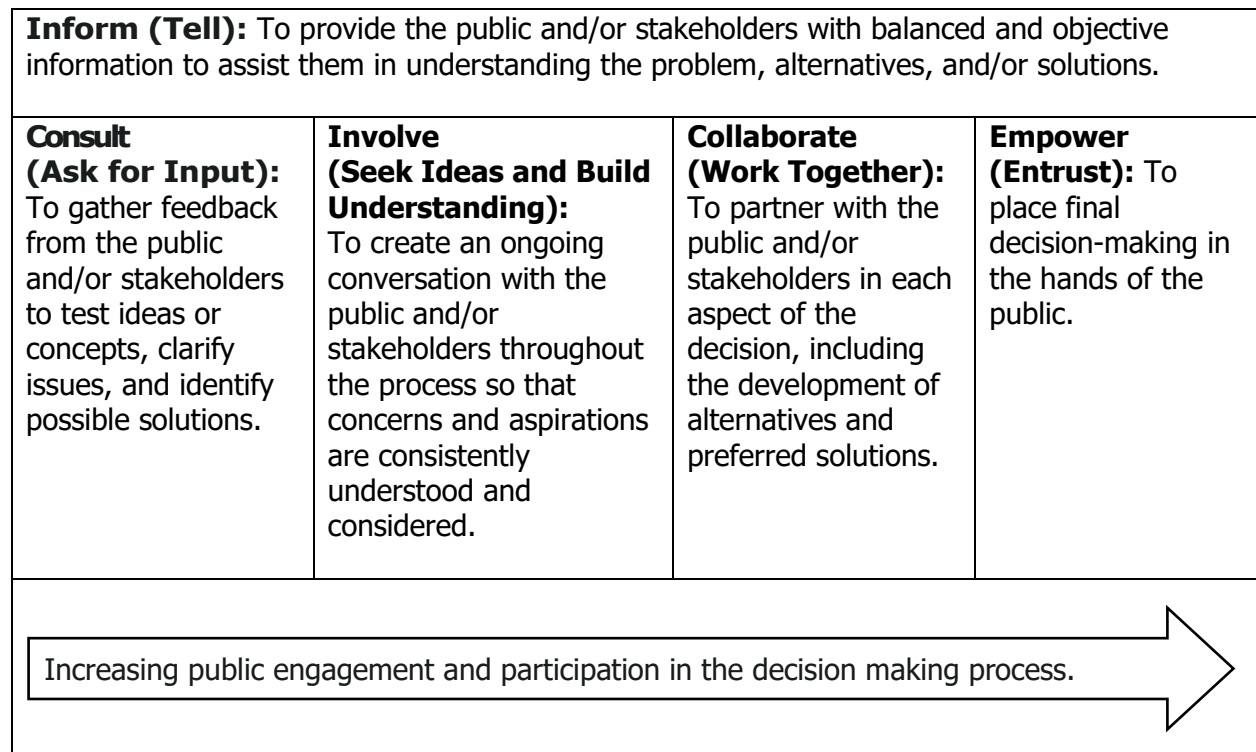
Members of the Public and Municipal Stakeholders: Beaumont residents, as well as other organizations, communities, or persons may have an interest in, or be affected by, an issue or decision. The public's main role is to actively take part in public participation processes, keeping in mind the "greater good" while considering the current and future needs of the community. Stakeholders with unique knowledge of, or interest in, an issue are encouraged to share information and foster broader public participation.

Council: Council acknowledges the public's participation and actively engages in the public participation process. Council also ensures proposals from administration, individual concerns and overall public benefit remain balanced.

Administration: Administration carries out public participation processes in accordance with the Guiding Principles, ensures public communication, assists with assessment and evaluation tools, reports the findings of public participation processes back to the public, and may facilitate public participation in formats appropriate to the issue at hand.

Public Participation Approaches:

Public participation approaches can be considered along a continuum, as shown below, of increasing public engagement in a decision-making process. Beaumont’s approach to public participation will be guided by this continuum, based on the decision to be made and the goal of each particular process. The selected approach for each process will be detailed in a public participation plan and will include the reporting of public participation findings back to the public.



Public Participation Opportunities:

The City of Beaumont will develop and implement a public participation plan when establishing, or when proposing changes to, policies, programs, projects, and services that have an impact on the public, or when otherwise directed by Council.

Procedures:

- a) All public participation will be undertaken in accordance with the framework and standards set out in the *Public Engagement Manual* developed to support this policy.
- b) All public participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
- c) All public participation will be undertaken in accordance with all existing municipal policies.
- d) This policy will be available for public inspection and may be posted to the City’s website.
- e) This policy will be reviewed in the first year of each new term of Council.

4. AUTHORITY/RESPONSIBILITY TO IMPLEMENT

Any Beaumont staff member managing a project that includes public participation is responsible for ensuring this policy is followed. The Project Manager reports to their supervisor and works closely with the Director, Communications or their designate regarding public participation.

Policy Record

Adopted by Council: March 14, 2023

Council Resolution: 23/03/02

Next Review Date: 2025-2026

Administrative Responsibility: Communications

Cross Reference: Municipal Government Act, Part 7, Public Participation, 216.1(1), Every council of a municipality must establish a public participation policy for the municipality.

Council History

Adopted by Council: September 8, 2020

Council Resolution: 20/09/12