	Town of Elk Point Public Engagement Policy	
	Policy Number:	1-5-18
	Approval Date:	May 7, 2018
	Effective By:	
	Supersedes:	New
	Revision Date:	
	Review Date:	
	Department:	Council
	Reference:	Motion # 18-232

1. **Purposed**

   To establish a framework for a consistent and effective approach to public engagement and outline expectations for public engagement with residents and stakeholders.

2. **Persons/Areas Effected**

   All Town staff and external consultants responsible for projects and initiatives will be accountable to following this policy.

3. **Policy Statement**

   Town of Elk Point is committed to open, accountable and responsive decisions-making, which includes appropriate and timely levels of engagement with the public, as outlined in the public engagement continuum IAP2 found within the foundation of International Association for Public Participation.

   This Policy covers public engagement processes inclusive of all external and internal public engagement opportunities such as; statutory, non-staturory and other proposed applications, plans, projects, and studies that may have an impact on the residents of the County.

4. **Definitions**

   "External Public Engagement" - a formal, defined, interactive process between Town of Elk Point, 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 Public Engagement" – A formal, defined, interactive process designed for employees to increase mutual understanding, gather information, exchange ideas, and/or solve problems with the goal of making better, more informed decisions.

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"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, organization, individuals, industry representatives and/or Town staff, depending on the issue.

5. **Roles and Responsibilities**
Roles of Public and Stakeholders
- Are encouraged to meaningfully engage with the Town so their voices strengthen decision and their involvement helps build a stronger community.
- Are encouraged to increase their understanding and knowledge about local issues as well as their role in the Town's decision-making process so they can participate meaningfully.

Role of Town of Elk Point

- Responsibility to inform, consult, and engage the public about decisions that affect them.
- Provide public engagement opportunities that are open and transparent.
- Give consideration to the Public;s input gathered in public engagement processes.
- Enable staff to build skills and knowledge to engage the public in a meaningful way.
- Are committed to working together with the public to continuously improve its public engagement processes.
- Believes that involving the public and stakeholders in public engagement leads to better, more informed decisions.

Guiding Principles
Public Engagement is the Town of Elk Point will be planned, implemented, evaluated and reported using these guidelines:

1. Public Engagement is ACCOUNTABLE and TRANSPARENT: Public engagement outcomes are measured, evaluated and reported in a timely manner.
2. Public Engagement is PROACTIVE: it is initiated early enough for participants to make informed decisions and impact the outcomes.
3. Public Engagement is CLEAR and FOCUSED: Town of Elk Point 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.

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Engagement Policy Spectrum of Strategies and Commitment to Stakeholders

The Engagement Policy includes a spectrum of five strategies and associated commitments that follow the Spectrum of Engagement of the International Association of Public Participation (IAP2). When the Town of Elk Point embarks on an engagement process for planning, policy, and project purposes, the scope of engagement and the commitment to stakeholders will be clarified at the beginning of the process.

Increasing Level of Public Impact →
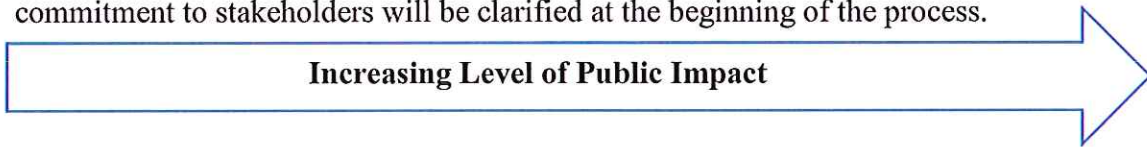
Inform	Consult	Involve	Collaborate	Empower
To provide the public with balanced and o objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
Commitment to Stakeholders				
We will keep you informed.	We will keep you informed, listen and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how you're input influenced the decision.	We will work together, seek your advice and innovation in formulating solutions and we will incorporate our advice and recommendations into the decision to the maximum extent possible.	We will implement what you decide.
Engagement Tools				
• Fact Sheets • Websites • Open Houses • Media • Face-to-face meetings • Reports	• Focus groups • Surveys • Feedback forms • Online and personal comments • Public meetings	• Workshops • Deliberate polling	• Citizens advisory committees • Consensus-building • Participatory decision-making • Workshops (World Café, Etc.)	• Ballots • Plebiscites • Delegated decisions

6. **Procedures**

   Not applicable

7. **Cross Reference**

   Alberta Municipal Affairs. "Public Input Toolkit for Municipalities."

_____May 10, 2018_____   _____
Date   Mayor

                                  _____
                                  Chief Administrative Officer