



BY-LAW NO 2023-14

BEING A BY-LAW TO ADOPT A PUBLIC ENGAGEMENT POLICY

WHEREAS the Municipal Act S.O. 2001, c 25, Section 5(1), as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS the Municipal Act S.O. 2001, c 25, Section 5(3), as amended, provides that a municipal power, including a municipality's capacity rights, powers and privileges under Section 9; shall be exercised by By-law;

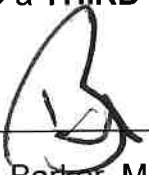
AND WHEREAS the Township of Billings deems it expedient to establish policies;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF BILLINGS ENACTS AS FOLLOWS:


- 1.0 THAT the Corporation of the Township of Billings hereby adopts a Public Engagement Policy as attached as Schedule 'A' and forming part of this By-Law.
- 2.0 THIS By-Law shall come into full force and effect upon final passage.
- 5.0 THIS By-Law may be cited as "Adopt Public Engagement Policy By-Law"

READ a FIRST and SECOND TIME this 21st day of February, 2023

READ a THIRD TIME and FINALLY PASSED this 21st day of February, 2023



Bryan Barker, Mayor



Emily Dance, CAO/Clerk

Policy – Public Engagement

By-Law No: 2023-14

Revision

Date: February 7, 2023

Policy Statement:

The Township of Billings is committed to Public Engagement and understands that effective Public Engagement takes time and effort. The level of engagement will be adjusted based on the level of impact.

Purpose:

The purpose of the public engagement policy is to involve members of our community: residents, visitors, business owners, in the process of local decision making.

Coverage:

Successful public engagement requires meaningful interaction and dialogue between all participants, including residents, staff and members of Council.

Legislative Authority

Social Media Policy, Accountability and Transparency Policy, Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Council Code of Conduct

Contents:

Key Principles

- 1. Inclusivity:** Ensure an accurate representation of the community is reflected by using a range of techniques to engage residents.
- 2. Early involvement and timely communication:** Accurate information will be communicated as early as possible in the public engagement process to help residents plan, prepare and participate.
- 3. Respect:** All participants must be respectful of diverse views, values and interests. The engagement must also respect decision-making protocols and jurisdictions at the municipal and provincial levels.
- 4. Transparent and accountable:** The engagement will demonstrate a commitment to efficient and effective use of taxpayer dollars and ensure both the process and its outcome are transparent.
- 5. Clear and coordinated approach:** Throughout the engagement process, plain language and a variety of communication channels will be used, because people learn and engage in different ways.
- 6. Continuous improvement:** Public engagement activities will be regularly evaluated and improved.

Public Role:

- Bringing forward ideas and thoughts that may help the community find creative solutions to challenges through various means,
- Work collaboratively with members of the public, council and staff
- Be respectful of diverse views values and interest
- Respect the decision-making protocols and jurisdiction at the municipal and provincial levels
- Maintain decorum throughout the process

Council Role:

- Review information gathered prior to making decisions;
- Make sure that staff recommendations, individual concerns and overall public benefit, are all considered;
- Ensure all legislative and legal implications are met;
- Work collaboratively with residents and staff to find solutions;
- Debate and approve various motions,
- Provide staff with clear direction,
- Be involved in public engagement activities


Staff Role:

- Work collaboratively with residents and council to find innovative solutions;
- Ensure the public engagement process is inclusive, that all information is available as early as possible and is clear, simple and informative;
- Ensure Council and the public are aware of all legislative and legal implications;
- Ensure reporting identifies resident feedback and explains how this feedback will be considered in the final recommendations and/or decisions;
- Ensure that consultants and facilitators undertaking public engagement activities on behalf of the Township comply with the public engagement framework;
- Follow the IAP2 spectrum to determine the appropriate level of engagement.

Review

This policy will be reviewed on an annual basis.

Appendix 'A' – International Association for Public Participation (IPA2 Spectrum)
www.iap2.org

INCREASING IMPACT ON THE DECISION 

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and 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.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

© IAP2 International Federation 2018. All rights reserved. 20181112_v1

Included with permission