

Policy Title: PUBLIC ENGAGEMENT
Policy # A-004
Effective Date: August 6, 2013
Date adopted by Council: August 6, 2013

POLICY STATEMENT

The Municipality of Jasper recognizes that public engagement is a vital part of local democracy. To this end, the Municipality is committed to:

- Providing honest, meaningful and accessible engagement opportunities for residents and stakeholders;
- Promoting understanding of local issues, informed decision making and best possible solutions to local issues;
- Integrating public engagement in decision-making at all levels of the organization;
- Providing sufficient timeframes and adequate resources to plan, coordinate and conduct public engagement processes.

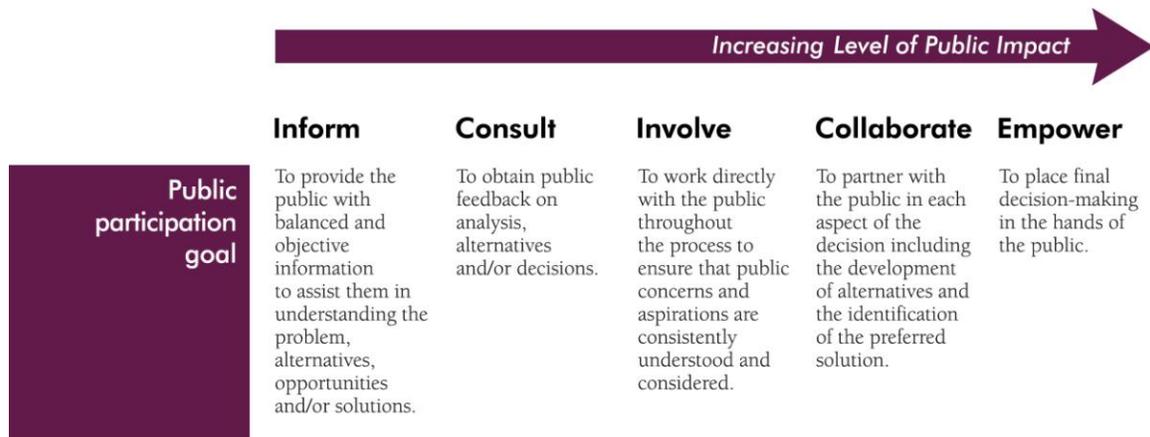
Where appropriate, this policy applies to internal as well as external projects and initiatives.

PURPOSE

The purpose of this policy is to provide decision-makers, municipal staff, residents and stakeholders with a consistent and genuine public engagement process that values input in decision making.

ADMINISTRATIVE PROCESS

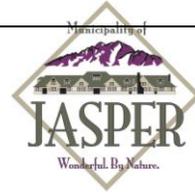
The Municipality of Jasper public engagement process is based on the International Association for Public Participation (IAP2) model:



RESPONSIBILITIES

Council to:

1. Approve by resolution this policy and any amendments;
2. Consider the allocation of resources for successful implementation of this policy in the annual budget process;
3. To deal with those matters referred to it by this policy in any manner it believes are warranted; and



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4. To act as a body of last resort for matters requiring variance or relaxation from this policy.

Chief Administrative Officer to:

1. Implement this policy and approve procedures; and
2. Ensure policy and procedures reviews occur and verify the implementation of policies and procedures.

Manager, Communications to:

1. Ensure implementation of this policy and procedure;
2. Ensure that this policy and procedure is reviewed at a minimum every five years;
3. Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments;
4. Coordinate and lead Municipality-wide campaigns;
5. Provide support for departmental community engagement; and
6. Develop a public engagement toolkit and identify necessary training and support opportunities to ensure successful implementation.

Directors to:

1. Understand and adhere to this policy and procedures;
2. Ensure employees are aware of this policy and procedures;
3. Ensure that community engagement is considered at the appropriate stage in any project or process and that the outcome is taken into account in advising Council; and
4. Co-ordinate and seek professional advice on public engagement from communications staff.

All employees to:

1. Understand and adhere to this policy.