

	<h2 style="text-align: center;">Town of Cochrane Policy</h2>
Policy No.: Policy Title: Approval Date Revision Date: Division:	1106-04 Public Engagement Policy June 12, 2006 September 8, 2014 June 25, 2018 June 10, 2024 CAO - Communications

Policy Statement:

Cochrane recognizes and values public engagement in its decision making and is committed to creating opportunities for meaningful participation in decisions that impact the public and interested parties.

Cochrane will conduct transparent and inclusive engagement that is responsive and accountable, through the following approaches:

- providing information to assist the public and interested parties in understanding issues and opportunities;
- providing fair, equitable and accessible opportunities for positive contributions from the public and interested parties;
- making reasonable efforts to reach, involve and include the public and interested parties; and
- reporting public engagement results and decisions to the public and interested parties.

The purpose of this policy is to ensure that Cochrane:

- achieves a consistent, coordinated and outcomes-driven approach to public engagement;
- facilitates public input into decision-making through effective and efficient processes; and
- adheres to public engagement requirements in the *Municipal Government Act* and other applicable legislation.

This policy applies to all Cochrane policies, programs, projects and services that have an impact on the public or interested parties whether delivered by Administration or contractors.

Public engagement is one factor in the decision-making process and will have more or less influence relative to other factors for every specific decision.

Public engagement shall be considered when:

- it fulfills a legislated or regulatory requirement; or
- when requested by Council or Administration.

Public Engagement may be considered when:

- a new policy, program, project or service is being designed or implemented;
- there is evaluation, change and/or elimination of an existing policy, program, project or service; or
- there is a public-initiated request.

A wide range of engagement methods are available for different purposes. Administration will consider the various methods available and select the method most appropriate to the purpose, timeline and budget.

1 Definitions

- 1.1 Administration – means the employees of Cochrane.
- 1.2 Cochrane– the municipal corporation known as the Town of Cochrane.
- 1.3 Contractor – a supplier providing procurement of deliverables, which may be evidenced by an agreement executed by the supplier and Cochrane, or a Purchase Order issued by Cochrane to the Supplier.
- 1.4 Council – means the elected officials of Cochrane.
- 1.5 Interested Parties – anyone (person, group, and/or organization) who has a specialized interest in, or is affected by, an outcome.
- 1.6 Legislation – means pieces of law that govern the operations of Cochrane.
- 1.7 Public – means residents and/or interested parties of Cochrane.
- 1.8 Public engagement – means a process that creates opportunities for the public to contribute to decision making about the municipality's policies, programs, projects and services.
- 1.9 Public Engagement Framework – means a tool that defines the purpose, methods, responsibilities and desired outcomes for public engagement to create opportunities for meaningful participation in decisions that impact the public and interested parties.

2 Related Information

- 2.1 Cochrane Public Engagement Framework
- 2.2 Cochrane Procurement Policy No. 1709-01
- 2.3 Cochrane Social Policy and Procedure No. 1205-01
- 2.4 Cochrane Social Media Policy and Procedure No. 1107 -01

3 Responsibilities

- 3.1 Cochrane Council shall:
 - 3.1.1 Approve, by resolution, this policy and any amendments.
 - 3.1.2 Ensure appropriate resources to allow for the implementation of public engagement.
 - 3.1.3 Consider input obtained through public engagement, while balancing public interest and other factors, as part of the decision-making process.
- 3.2 Cochrane Council may:
 - 3.2.1 Promote and encourage public engagement and provide, where appropriate, Council member representation.
 - 3.2.2 Request and review information and/or recommendation(s) from Administration on where public engagement can help inform Council decision-making on policies, programs, projects and services prior to directing Administration to undertake public engagement.
 - 3.2.3 Identify policy, program, project and service decisions that will benefit from public engagement and provide direction to Administration.
- 3.3 Administration shall:
 - 3.3.1 Ensure all Administration adheres to this policy and all relevant legislation, when conducting public engagement.
 - 3.3.2 Ensure that this policy is reviewed every four years.
 - 3.3.3 Make recommendations to Council on the appropriate resources required for public engagement.
 - 3.3.4 Evaluate, report back to Council, the public and interested parties, and account for how public engagement was used to inform recommendations to Council.

3.4 Administration may:

3.4.1 Establish procedures, practices, processes and/or plans to support implementation of this policy.

3.4.2 Advise Council of public engagement opportunities related to policies, programs, projects or services that have an impact on the public.

4 End of Policy



Mayor



Manager, Legislative Services