	Community Engagement	
	Policy Type:	Executive Limitation
	Number:	EL-B-2.6
	To be Reviewed:	Once per term
	Approval Date:	May 13, 2024
	Motion Number:	24.C.153
	Revised Date(s):	

Policy Statement:

This policy identifies what types of decisions and actions the Chief Administrative Officer (CAO), and or designates **may not do** in order to achieve Council’s Ends. This includes instances where the public has the ability to influence the decision and/or the decision has not already been made as determined by the Community Engagement Strategy and Toolkit.

These limitations set boundaries regarding the CAO’s role for conducting community engagement within Okotoks and as to what means to achieve the Ends **would be unacceptable** even if the means worked.

Without limiting the scope of the above statements, the CAO shall not allow community engagement that does not uphold the guiding principles of fostering:

- Accountability;
- Equity;
- Transparency; or
- Relationships.

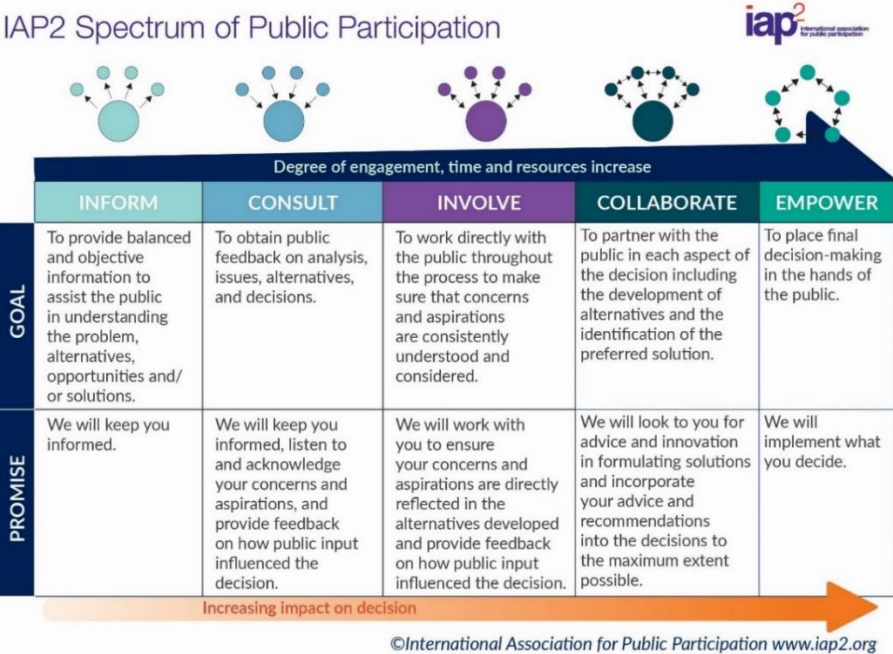
Further, the CAO will not permit community engagement opportunities that:

- are not open and transparent;
- do not give appropriate consideration to the public’s input gathered through community engagement processes;
- do not involve working together with the community to continuously improve its engagement process;
- do not involve the public and interested parties in community engagement to support better, more informed decisions;
- do not ensure the public and interested parties have the right to be engaged as identified through the Community Engagement Strategy & Toolkit, which is a tool that guides the level of engagement (IAP2 Spectrum of Public Participation – Inform, Consult, Involve, Collaborate and Empower) and identifies where the public has the ability to influence the decision or the decision has not already been made;
- do not ensure the public and interested parties are encouraged to meaningfully engage so their voices strengthen decisions and their involvement helps build a stronger community;
- do not ensure the public and interested parties are encouraged to increase their understanding and knowledge about local issues as well as their role in the Town’s decision-making processes so they can participate meaningfully; and
- are not monitored and evaluated, in order to be able to learn from experiences, track progress, and continually improve.

1. Definitions

Within the context of this Policy, the following means:

- 1.1. community engagement/engaging the public - the Town’s Community Engagement Strategy & Toolkit/Framework will guide how to best engage interested parties, taking into consideration best practices from the International Association for Public Participation (IAP2) organization, the decision to be made and those involved. Other common terms that are often used interchangeably include public engagement, public participation, public involvement, consultation, and input. For consistency throughout our organization, the Town will use community engagement as the term to describe engaging the public in the decision-making process.
- 1.2. IAP2 Spectrum - a spectrum developed by the International Association for Public Participation, which includes inform, consult, involve, collaborate, and empower levels of engagement. IAP2’s Spectrum was designed to assist with the selection of the level of participation that defines the public’s role in any community engagement process.



- 1.3. interested parties - individuals or groups that may have an interest in, or are affected by, a decision made by the Town. Interested parties may include citizens, non-citizens, businesses, organizations, representatives and/or Town employees, depending on the issue.