



DISCOVER. GROW. BELONG.

Title: Public Engagement Policy	Date Approved: April 8, 2025
Policy #: GG 04-2025	Council Resolution #: 91-25
Department: Administration	Revision:
Rescinds:	Procedure #:

Purpose

The Town of Carberry is committed to meaningful and inclusive public engagement that ensures residents have opportunities to participate in municipal decision-making processes. This policy establishes guidelines for engaging the public in a transparent, accessible, and accountable manner.

Scope

This policy applies to all municipal departments, employees, elected officials, and any third-party consultants conducting engagement on behalf of the Town of Carberry.

Guiding Principles

1. **Transparency:** Provide clear, accurate, and timely information about municipal decisions, policies, and initiatives.
 2. **Accessibility:** Ensure that engagement activities are inclusive and available to all community members.
 3. **Accountability:** Clearly communicate how public input is considered in decision-making.
 4. **Diversity & Inclusion:** Seek input from a broad cross-section of the community, including underrepresented groups.
 5. **Collaboration:** Foster cooperative dialogue between residents, stakeholders, and municipal representatives.
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Public Engagement Levels

The Town will use a range of engagement methods, depending on the nature and impact of the decision:

1. **Inform** – Provide the public with balanced and objective information.
 - Methods: Website updates, newsletters, press releases, social media.
2. **Consult** – Gather public feedback to inform municipal decisions.
 - Methods: Surveys, public meetings, comment periods, focus groups.

3. Involve – Work directly with the public throughout the process.
 - Methods: Workshops, advisory committees, town halls.
 4. Collaborate – Partner with the public in decision-making.
 - Methods: Citizen task forces, participatory budgeting, working groups.
 5. Empower – Place final decision-making in the hands of the public (where applicable).
 - Methods: Referendums, community-led initiatives.
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Public Engagement Process

1. Planning & Notification:
 - Identify the purpose, stakeholders, and appropriate level of engagement.
 - Provide adequate notice through multiple communication channels.
 2. Engagement Activities:
 - Conduct engagement sessions using various accessible methods.
 - Ensure that information is available in plain language and multiple formats.
 3. Collection & Analysis of Feedback:
 - Document public input accurately.
 - Analyze feedback to identify common themes and concerns.
 4. Decision-Making & Reporting Back:
 - Clearly communicate how public input influenced decisions.
 - Share outcomes through public reports and updates.
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Roles & Responsibilities

Council & Elected Officials:

- Promote a culture of engagement and encourage public participation.
- Consider public input in decision-making processes.

Municipal Staff:

- Plan and execute public engagement activities.
- Ensure transparency and accessibility in public engagement initiatives.

Residents & Stakeholders:

- Participate in engagement opportunities.
 - Provide constructive feedback and collaborate with the Town.
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Evaluation & Continuous Improvement

- Engagement processes will be reviewed periodically to ensure effectiveness.
 - Public feedback on engagement activities will be used to refine future efforts.
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Compliance & Review

- This policy will be reviewed every three years to ensure continued relevance and effectiveness.

- Non-compliance may result in corrective measures.
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Adopted by Resolution of Council #91-25 at Carberry, Manitoba, this 8th day of April 2025.

Acknowledgment

I acknowledge that I have read and understand the Public Engagement Policy. I agree to support and comply with the guidelines outlined in this policy.

Employee/Elected Official Name: _____

Role: _____

Signature: _____

Date: ____ / ____ / _____

**Revision adopted by Resolution of Council # ____-25 at Carberry, Manitoba, this
____ day of _____, 2025.**