



CITY PROCEDURE

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| AUTHORITY: | City Manager | POLICY NUMBER: | C513 |
| TITLE: | City of Edmonton Public Involvement | EFFECTIVE DATE: | November 18, 2005 |

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1. DEFINITIONS

Public: The most general and inclusive term for participants of public process in the municipal context. This term includes individuals, not-for-profit, community and corporate organizations.

Involvement: The term used to cover the continuum of purposes or phases for engaging the public in municipal issues. The continuum includes sharing information, consultation to test ideas and collaborating to build solutions and active participation in decision making.

Public Involvement: Will be used to represent the various methods of engaging the people of Edmonton in discussions about civic matters that affect them.

2. RESPONSIBILITIES

All employees will be expected to take a strategic approach for every project in which public involvement is a consideration by using the Public Involvement Framework which includes:

Standards of Practice:

Those involved in designing and implementing public involvement processes will demonstrate the following standards of practice:

Citizen Engagement

- Public involvement processes will be designed to involve the appropriate people at the appropriate time in the appropriate way through the completion and communication of a public involvement plan for all processes.
- The continuum of public involvement will be used to ensure involvement processes align with the scope, complexity, and outcomes of the decision being made.
- A balance and range of public perspectives will be provided to decision makers for consideration in the decision process.
- Processes will be appropriately resourced to ensure effective implementation.

Honoring People:

- The purpose and goal of the involvement will be identified at the outset of the process.
- Participants will know what is included in the discussion and what isn't, and what decisions will be made or have been made, and who will make the final decision.
- Timing, location, and format reflect considerations for effective participation.
- Where appropriate, outreach processes are used to include the public who need support to participate.



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Accessible Involvement

- Information is accessible:
 - It is always provided the simplest form possible—in plain language or understandable graphic formats.
 - Translation or interpretation services are provided when necessary.
- Facilities are accessible:
 - Location and physical accessibility are always considered.
- Information is readily available so the public can participate in an informed discussion.

The Continuum of Public Involvement

| Sharing Information | Consultation | | Active Participation | |
|---|--|---|--|---|
| <i>Public Involvement Building Blocks</i> | | | | |
| Sharing information to build awareness | Testing ideas or concepts to build knowledge | Collaborating to build commitment | Sharing decision making to build ownership | Delegating decision making to build responsibility |
| <i>The purpose of this level of involvement is</i> | | | | |
| To present information to the public about issues that may affect them. | To provide information and receive feedback or comment | To involve stakeholders in the development of solutions | To partner with stakeholders in the development of recommendations | To give stakeholders the responsibility for making the decision |

The City of Edmonton Public Involvement Roadmap

- Understanding the overall project
- Defining the purpose and outcomes of public involvement
- Clarifying the public involvement commitment
- Public involvement process details
- Developing the public involvement plan