

**Purpose:**

- 1 To outline The City's approach to Public Participation and corporate engagement.

**Policy Statement(s):**

- 2 Public Participation supports decision-making processes related to City policies, projects, and services. They may be implemented in the following circumstances:
  - (1) to fulfill legislation or regulation requirements;
  - (2) to respond to requests initiated by the community, senior administration, or Council;
  - (3) to support new policy, project, or service implementation;
  - (4) to support existing policy, project, or service evaluation and change;
  - (5) to address potential impacts on the community, such as quality of life or the environment; or
  - (6) to address issues associated with strong community views, concerns, or emotions.
- 3 City employees must adhere to the International Association of Public Participation (IAP2) Core Values (Appendix A) for all Public Participation processes.
- 4 City employees who lead Public Participation programs, processes, and activities must do so in collaboration with the Community & Public Relations Department and have, at minimum, intermediate (Level 2) training from IAP2.
- 5 City employees who support in Public Participation processes must have preparatory (Level 1) training from IAP2.
- 6 The Community & Public Relations Department must be consulted on all Public Participation programs or processes during the planning phase.
- 7 The Community & Public Relations Department must be informed about all Engagement activities before they happen.
- 8 **Consequences of Non-Compliance:**
  - (1) Failure to adhere to this Policy may expose The City to reputational and financial risks.

**Definitions:**

- 9 **"Engagement"** means the processes that focus on communications, interest, research, data collection, or building relationships. In almost all circumstances, Engagement is part of a Public Participation process, but Public Participation is not always part of an Engagement process.
- 10 **"Public Participation"** means a formal process that involves the public in problem solving or decision making, and uses public input to help administration or Council make decisions. Through this process, it assists decision-makers in being responsive to the public's concerns.

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**References/Links:**

- 1 GP-D-2.2 Community Relations & Public Participation
- 2 EL-A-2.3 Treatment of Public
- 3 5104-CP Public Participation and Engagement
- 4 International Association of Public Participation

**Scope/Application:**

- 1 This Policy applies to City employees who plan or implement Public Participation processes and Engagement activities.

**Authority/Responsibility to Implement:**

- 1 Department Managers and Supervisors are responsible for ensuring compliance with this Policy and addressing non-compliance.
- 2 The Community & Public Relations Manager is responsible for monitoring compliance with this Policy and ensuring certification of employees is achieved and maintained.

**Inquiries/Contact Person:**

- 1 Community & Public Relations Manager

**Policy Monitoring and Evaluation:**

- 1 This Policy will be reviewed every three years with revisions made as necessary.

**Document History:**

<b>Date:</b>	<b>Approved/Reviewed By:</b>	<b>Title:</b>
Approved: January 17, 2019	"Craig Curtis"	City Manager
Revised: November 3, 2023	"Mike Olesen"	Acting City Manager

## Appendix A:

**IAP2 Core Values**

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- 1 Those affected by a decision have a right to be involved in the decision-making process.
- 2 Promise that the public's contribution will influence the decision.
- 3 Promote sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision makers.
- 4 Seek out and facilitate the involvement of those potentially affected by or interested in a decision.
- 5 Seek input from participants in designing how they participate.
- 6 Provide participants with the information they need to participate in a meaningful way.
- 7 Communicate to participants how their input affected decisions.