



# CITY POLICY

**POLICY NUMBER: C513**

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**REFERENCE:**

**ADOPTED BY:**

City Council 17 January 2006

**SUPERSEDES:**

NEW

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**PREPARED BY:** Public Involvement Interdepartmental Work Team **DATE:** November 2005

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**TITLE: Public Involvement**

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**Policy Statement:**

The City of Edmonton's Public Involvement Practice is guided by the Public Involvement Framework which outlines the strategic approach to be used in all City hosted public involvement processes. The Framework includes the Core Commitments and Standards of Practice, the Continuum of Public Involvement and the Public Involvement Roadmap.

The trademarks of City of Edmonton Public Involvement processes will be:

Clear purpose  
Consistent approach  
Commitment to Involve

Clear purpose is achieved through the use of the Continuum of Public Involvement.  
Consistent approach is achieved by using the Public Involvement Roadmap.  
The commitment to involve is achieved through the following three core commitments.

**OUR COMMITMENT TO CITIZEN ENGAGEMENT**

The City of Edmonton believes that a key element of representative democracy is that people have a right to be involved in decisions that affect them.

**OUR COMMITMENT TO HONOURING PEOPLE**

The City of Edmonton Public Involvement process design will ensure people are treated with respect, honesty and integrity.

**OUR COMMITMENT TO ACCESSIBLE INVOLVEMENT**

The City of Edmonton will ensure public involvement processes are accessible to the public.

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**The purpose of this policy is to:**

Provide decision makers, the staff of the City of Edmonton, and mostly the citizens and stakeholders that form the public with a consistent and genuine process that will set a standard of excellence for public involvement processes in the city.



# CITY PROCEDURE

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## 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	
Public Involvement Building Blocks					
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	
The purpose of this level of involvement is					
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