COUNCIL POLICY

~~PUBLIC~~PUBLIC PARTICIPATION

Policy Number:	CC-60
Approved by:	City Council
Effective Date:	June 25, 2018
Next Revision Date:	June 25, 2022
Policy Owner:	Communications and Engagement

PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government through encouraging and enhancing ~~the public~~Public engagement.

In accordance with Section 216.1 of the *Municipal Government Act*, this Policy has been developed to recognize the value of ~~public~~Public P~~p~~articipation and create opportunities for meaningful ~~public~~Public P~~p~~articipation.

The policy provides a foundation that ensures consistent and effective approaches to stakeholder and ~~public~~Public involvement across the Corporation that sets a standard of excellence for ~~public~~Public P~~p~~articipation processes in the City.

This policy is in addition to and does not modify or replace the statutory ~~public~~Public hearing requirements in the *Municipal Government Act*.

DEFINITIONS

Term	Description
~~City Manager~~	~~Chief Administrative Officer of the City or their designate.~~
~~City~~	~~Municipal corporation of the City of Lethbridge~~
Stakeholders	The ~~public~~Public of the ~~-~~c~~c~~ity of Lethbridge, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the City of Lethbridge.
~~Public~~Public	All people living, working and visiting the c~~c~~ity of Lethbridge.
~~Public~~Public Participation	A variety of non-statutory opportunities where municipal S~~s~~takeholders receive information and/or provide input to the City.
~~Public~~Public Participation Plan	A plan which identifies which ~~public~~Public P~~p~~articipation tools to be used to obtain ~~public~~Public input in a particular circumstance.

~~Public~~Public Participation Tools	"~~PublicPublic Participation Tools" means~~ ~~T~~the tools that may be used, alone or in combination, to create ~~public~~Public ~~P~~participation opportunities including, but not limited to: • in-person participation which may include face-to-face interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops; • digital participation which may include online engagement tools, chat groups, webinars, message boards/discussion forums, and online polls or surveys; • written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and • representative participation which may include being appointed to a committee, commissions, or boards.

POLICY STATEMENT

The City of Lethbridge envisions a city in which the ~~public~~Public are informed on City activities in a timely manner and have the opportunity to share their ideas about the needs of our City.

The City of Lethbridge recognizes that outcomes are improved by engaging S~~s~~takeholders and the ~~public~~Public.

The City of Lethbridge is committed to inclusive, welcoming, and accessible processes that are transparent and responsive, and within the Corporation's~~'~~ ability to finance and resource.

The City of Lethbridge assigns a high priority to involving the ~~public and~~ S~~s~~takeholders early on and throughout engagement processes for the purpose of good governance.

The City of Lethbridge Scale of ~~Public~~Public e~~E~~ngagement (Appendix A) outlines the level of information, interaction and engagement that may be used in City hosted ~~public~~Public processes.

A. Policy Principles

1. Council recognizes that good governance includes engaging Stakeholders in ~~public~~Public ~~p~~Participation by:
   - 1.1 Creating opportunities for ~~s~~Stakeholders to participate in ~~public~~Public conversations;
   - 1.2 Recognizing diverse stakeholder interests;
   - 1.3 Providing ~~s~~Stakeholders with the appropriate information and tools to engage in meaningful participation; and
   - 1.4 Recognizing that although not always statutorily required, ~~public~~Public ~~p~~Participation may enrich the ~~decision making~~decision-making process

B. Policy Expectations

1. Legislative and ~~p~~Policy ~~i~~Implications
   - 1.1 All ~~public~~Public participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
   - 1.2 All ~~Public~~Public ~~p~~Participation will be undertaken in accordance with all existing municipal policies.
   - 1.3 This Policy shall be available for ~~public~~Public inspection and will be posted to the City's website.
   - ~~1.4 This Policy will be reviewed at least once every four years.~~

C. ~~Public~~Public Participation Standards

1. ~~Public~~Public ~~p~~Participation will be conducted in an inclusive manner having regard to different levels of accessibility and mobility.
2. ~~Public~~Public ~~p~~Participation ~~p~~Plans will consider early, ongoing and diverse opportunities to provide input.
3. ~~Public~~Public ~~p~~Participation ~~p~~Planning activities will be conducted in a professional and respectful manner.
4. Stakeholders who participate in any manner of public participation are ~~required~~expected to be respectful and constructive in their participation.
5. The results of ~~public~~Public ~~p~~Participation will be made available to Council and ~~public~~Public in a timely manner.

RESPONSIBILITIES

A. City Council must:

1. consider input obtained through ~~public~~Public ~~p~~Participation; and
2. review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of ~~public~~Public ~~p~~Participation.

B. City Manager or their designate must:

1. in accordance with this policy or as directed by Council, develop ~~public~~Public ~~P~~participation ~~P~~plans;
2. implement ~~public~~Public ~~P~~participation ~~P~~plans;
3. report the findings of the ~~public~~Public ~~P~~participation to Council;
4. assess this policy and make recommendations to Council about the ~~public~~Public ~~P~~participation and resourcing
5. Be responsible for the oversight of engagement activities with ~~S~~stakeholders and the ~~public~~Public.

PROCEDURES

A. ~~Public~~Public Participation Opportunities

1. When so directed by this policy or Council, the City Manager or their designate will develop and implement related ~~public~~Public ~~P~~participation ~~P~~plans and activities in the following circumstances:
   1.1 when new programs or services are being established;
   1.2 when existing programs and services are being reviewed;
   1.3 when gathering input or formulating recommendations with respect to the operating or capital budgets;
   1.4 when directed by Council on budget amendments;
   1.5 when gathering input or formulating recommendations with respect to the City's master plans;
   1.6 when developing statutory plans; or
   1.7 as otherwise directed by Council.

B. ~~Public~~Public Participation Planning

1. When so directed by this Policy or Council, the City Manager or their designate shall develop ~~public~~Public ~~P~~participation ~~P~~plans which may consider the following:
   1.1 the nature of the matter for which ~~public~~Public ~~P~~participation is being sought;
   1.2 the impact of the matter on Stakeholders;
   1.3 the demographics of potential Stakeholders in respect of which ~~public~~Public ~~P~~participation Tools to utilize, level of engagement and time for input;
   1.4 the timing of the decision and time required to gather input;
   1.5 what information is required, if any, to participate; and
   1.6 resources required.

2. ~~Public~~Public ~~P~~participation ~~P~~planning will consider the following:

2.1 a communication plan to inform the ~~public~~Public about the ~~public~~Public P~~p~~articipation P~~p~~lan and opportunities to provide input;
2.2 identification of which ~~public~~Public P~~p~~articipation tools will be used;~~tilized;~~
2.3 timelines for participation;
2.4 information about how input will be used;
2.5 information that is required to provide to the ~~public~~Public; and
2.6 the location or tool required for the specific ~~public~~Public P~~p~~articipation.

C. Reporting and Evaluation

1. Information obtained in ~~public~~Public P~~p~~articipation processes will be reviewed by Administration and Council, and made available to the ~~public~~Public.
2. Reports to Council shall include:
   2.1 a summary of the input obtained;
   2.2 an overview of the ~~public~~Public P~~p~~articipation P~~p~~lanning and how it was developed;
   2.3 an assessment of the effectiveness of the plan based on the level of engagement and the quality of input; and
   2.4 recommendations for future ~~public~~Public P~~p~~articipation P~~p~~lans if identified.

POLICY REVIEW

Council policies are to be reviewed by City Council, once per term, as per City Council Policy CC-01: Policy Development, Implementation, and Evaluation. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

SUPPORTING REFERENCES AND RESOURCES

- *Municipal Government Act*
- *Freedom of Information and Protection of Privacy Act*
- City Council Strategic Plan
- City of Lethbridge Scale of ~~Public~~Public Engagement – Appendix A

REVISION HISTORY

Review Date	Description
June 25, 2018	New Document (~~Public~~Public Participation)
May XX, 2025	Minor wording updates.