

SSRP Compliance Initiative Public Participation Plan (PPP)

This Public Participation Plan (PPP) will act as the guiding framework to public participation for the South Saskatchewan Regional Plan (SSRP) Compliance Initiative and its four Strategies. Each Strategy will have its own variation to this PPP as outlined in this document. An overview of each Strategy's PPP can also be found within the Public Participation section of each strategy's Phase One Report.

Public Participation Overview

The SSRP Compliance Initiative is a comprehensive baseline assessment of our land base, environmental and historic resources, economic footprint, and regional relationships. The breadth of the Initiative means there are a number of potential implications for City decision-makers, City administration, stakeholders, and the general public. It is therefore important to set clear expectations for public participation at the outset of the project.

Extra care has been taken in the development of each Strategy's PPP to ensure that an appropriate approach is followed (open, transparent, and accountable), and that opportunities are available for all relevant matters to be discussed.

Internal and (assumed) external expectations have been reviewed to determine an appropriate public participation goal (using the IAP2 framework). The review indicated a moderately high level of public participation is required. This indication is based on the anticipated level of stakeholder interest in the project, the level of influence that stakeholders may have on potential outcomes, and the internal support for the project including resources available for stakeholder engagement.

The project goal is therefore at the "Involve" level on the IAP2 Spectrum. This means that the project team will *"work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered"*. While this is the overall goal of the Initiative, it is possible that certain stages of Strategy development will occur at the "Inform" or "Consult" levels of public participation, while at others there may be more room for a higher level of public participation such as "Collaboration". This initiative will not include the "empower" level of public participation, as this level lies solely with City Council.

IAP2 Spectrum

of Public Participation



International Association
for Public Participation

Increasing Level of Public Impact

Inform

To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

Consult

To obtain public feedback on analysis, alternatives and/or decisions.

Involve

To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

Collaborate

To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.

Empower

To place final decision-making in the hands of the public.

Public
participation
goal

Project Task Force Participation

Each Strategy is a comprehensive undertaking. It requires the co-ordination of activities of many City Business Units and requires input from several stakeholder groups and the community at-large. To ensure proper input and co-ordination, the SSRP Compliance Project Team will prepare the Strategies in consultation with a Task Force that will include representation from a broad range of staff and stakeholders. The Task Force will be composed of three groups: a Technical Working Group (TWG), a Community Liaison Group (CLG), and a Committee(s) of City Council.

Technical Working Group (TWG)

Role

The role of the TWG is to assist in developing Strategy options and to provide data and/or technical information on projects that need to be considered or aligned. The TWG will be chaired by the each Strategy's project manager and is comprised of City of Lethbridge staff from various Business Units that have interest and expertise related to the individual Strategy's intent and outcomes.

Involvement

The TWGs will meet weekly over the course of a Strategy's timeline and members are asked to join when they feel relevant information is being discussed. In addition to meetings, the TWG members are tasked with individual workloads. Members are asked to share the project updates and milestones with their departments / Business Units for feedback, and to relay that feedback back to the larger TWG.

Community Liaison Group (CLG)

Role

The role of the CLG is to act as a hub for stakeholder involvement in the project. CLG Members will represent different stakeholder interests and will be asked to act as a sounding board, providing input and feedback on behalf of their constituent group or community on consultations and strategy options. In the case of members that represent an organization, committee, public agency etc., the organization, committee or public agency will be asked to select/appoint a representative. The CLG will also include representatives of the public at-large, the TWG will select from a list of applicants.

While the CLG will be looked at to provide input and feedback, decision-making authority for project outcomes and implementation is the responsibility of the Technical Working Group (TWG) and ultimately City Council.

Involvement

The CLG's will meet a minimum of three (3) times over the length of each Strategy. In addition to meetings, the CLG members will have access to an extranet site where documents and resources related to the strategy will be located, and the CLG will also receive updates in the form of a newsletter at key stages throughout the project. Members are asked to share the information contained in the newsletters with their constituent group or community for feedback, and to relay that feedback to the broader CLG and TWG.

Committees of City Council

Role

Each strategy will be aligned to a pre-established committee(s) of City Council that draws direct parallels to the intent of the Strategy. The connection to City Council is to ensure that there is participation by decision-makers and those who take a policy-level approach to the Strategy. The Strategy-Committee alignments are as follows:

Efficient Land Use Strategy (ELUS)—Community Design Committee

Environment and Historic Resources Strategy (EnvS) —Environment Committee and Historic Places Advisory Committee

Economy and Tourism Strategy (EcTS) —Tourism Strategy Committee

Relationship Strategy (ReIS)—Intermunicipal Committee

Involvement

At various points throughout the project the TWG will provide updates to the Committee(s) in the form of briefings and presentations. The Committee's will also receive newsletter updates.

General Public Participation

Through the Task Force described above, the SSRP Compliance Initiative has deliberately taken a comprehensive approach to ensure a wide variety of individuals and stakeholders with varying interests, perspectives, and expertise are involved throughout the development of the Strategies.

However, it is still important to provide the opportunity for all of the citizens of Lethbridge to be involved in the development of each Strategy. This will be achieved by providing several opportunities for participation. Each Strategy will include:

- Updates through a project **website** and **newsletters** allowing anyone interested the opportunity to find out more information and provide comments that will be considered by the Task Force;
- Minimum of two (2) **Public Open Houses** per strategy. An additional final open house will be held to share the completed SSRP Compliance Initiative;
- Presentations to City Council at a minimum of two (2) **Community Issues Committee (CIC)** meetings, where the public is open to attend.

Each of the **bolded** general public participation opportunities is described in further detail below:

Website

The SSRP Compliance Initiative website (www.lethbridge.ca/ssrp) will serve as the hub for information related to the SSRP Compliance Initiative and the four Strategy projects. The website will be updated with background information, relevant documents, project updates, opportunities for participation, information on how to provide feedback, and more.

Newsletter

The public will have the ability to sign-up for a monthly newsletter that provides background information, relevant documents, project updates, opportunities for participation, information on how to provide feedback, and more. Email ssrp@lethbridge.ca to sign-up for the newsletter.

Public Open Houses

Public open houses will be utilized to share Strategy progress and provide opportunities for feedback. Each Strategy will have a minimum of two (2) public open houses. An additional final open house will be held to share the completed SSRP Compliance Initiative with the public. These open houses will have different formats and levels of engagement depending on the unique characteristics of the individual Strategy. See each Strategy's individual PPP for more details.

Community Issues Committee (CIC)

City Council sits as Community Issues Committee (CIC) to receive information. CIC Members are permitted to probe for information through questioning. The public is free to view a CIC meeting however the public is not permitted to ask questions of presenters. This provides the Task Force with the opportunity to provide CIC members with project updates in a public forum.