

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.

Efficient Land Use Strategy Public Participation Plan (ELUS PPP)

The ELUS PPP has been developed within the broader public participation plan framework created for the SSRP Compliance Initiative. The ELUS PPP has its own variation recognizing that each of the four SSRP Compliance Initiative Strategies has its own unique needs and challenges.

Project Task Force Participation

Technical Working Group (TWG)

The ELUS TWG is made up of individuals representing 19 different City of Lethbridge Business Units (outlined below). The TWG will meet weekly over the course of the Strategy’s timeline and members are asked to join when they feel relevant information is being discussed. In addition to meetings, the TWG members will be 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.

Department/ Name
Planning
GIS
Water & Waste Water
Infrastructure
Transportation
Waste & Recycling
Communications
Community & Social Development
Development Services
Building & Inspections
Fire
Asset Management
Real Estate and Land Development
Electric Utility
Transit
Finance
Social Housing
Parks
Tax & Assessment
TOTAL

Community Liaison Group (CLG)

The ELUS CLG is made up of approximately 18 individuals representing community stakeholder groups and citizens at-large (outlined below). The role of the CLG is to act as a hub for stakeholder involvement in the ELUS. CLG Members 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. Ultimately, decision-making authority for project outcomes and implementation is the responsibility of the TWG and City Council.

The ELUS CLG is projected to meet a minimum of four (4) times over the length of the Strategy as outlined in this document. 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.

Stakeholder Group	
Urban Development Institute	
Canadian Home Builders Institute	
Economic Development Lethbridge	
Chamber of Commerce	
Aboriginal Housing	
Green Acres Senior Housing	
Lethbridge & District Association of Realtors	
Lethbridge Construction Association	
Alberta Health Services	
Immigrant Services	
Youth Advisory Council	
Lethbridge Housing Authority	
Citizen at Large – West 1	
Citizen at Large – West 2	
Citizen at Large – North 1	
Citizen at Large – North 2	
Citizen at Large – South 1	
Citizen at Large – South 2	
TOTAL	18

Committees of City Council

The ELUS is aligned to the Community Design Committee (CDC), which is a pre-established committee 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. At various points throughout the project the TWG will provide updates to the Committee in the form of briefings and presentations as outlined in this document. The Committee will also receive newsletter updates.

General Public, Stakeholder, and Neighbouring Communities 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 Strategy.

However, it is still important to provide the opportunity for all of the citizens of Lethbridge, as well as other stakeholder groups (e.g. School Districts, Faith Based Organizations, Downtown BRZ, etc.), regional neighbours (e.g. County of Lethbridge, Blood Tribe, Coaldale, Coalhurst etc.), and specific Provincial Government departments to be involved and kept updated throughout the development of the Strategy. The ELUS will achieve this by providing several opportunities for participation, including:

- 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**. 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 ELUS. 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 for each of the four Strategies 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 e-newsletter.

Public Open Houses

ELUS will have a minimum of three (3) Public Open Houses. Preliminary details on each are included below. *The number and format of Public Open Houses may change.

1st Public Open House – (June – July 2016)

Provide an opportunity for residents and stakeholders to review and comment on background information and baseline data, highlight challenges and opportunities and express their opinions that will help with growth scenario development. The format will include a formal presentation by TWG and CLG representatives, followed by World Café roundtable discussions where a member of the TWG and CLG will facilitate focused discussions on specific themes.

Kitchen Conversations –TWG and CLG Member Led (July – September 2016)

Building from the discussions of the first public open house TWG and CLG members will be asked to conduct their own “Kitchen Conversation”. This is a small group discussion with people of their choice (colleagues, neighbours, friends, or family). Using a kitchen conversations toolkit (provided by the City) each member will conduct his or her own group discussion and report

themes and comments back to the larger CLG. This exercise allows all members in the Task Force to be directly connected to the process and allows the project to reach a far greater audience.

2nd Public Open House (October – November 2016)

This second open house will provide an opportunity for residents and stakeholders to express their perspectives on the various efficient land use scenarios for Lethbridge including an evaluated ranking. The format will include a formal presentation by TWG and CLG representatives, followed by an open house format yet to be determined.

3rd Public Open House (December 2016 – January 2017)

This final open house will focus on presenting the final Strategy recommendation. It will reflect the work of the Task Force as well as the feedback received at previous public open houses. Following a formal presentation of the final Strategy recommendation, discussions will be directed to general feedback on the Strategy and acknowledging benefits of the plan for the community as a whole.

Community Issues Committee (CIC)

City Council sits as Community Issues Committee (CIC) to receive information. The Community Issues Committee 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. This provides the Task Force with the opportunity to provide CIC members with project updates in a public forum. The presentations to CIC will be closely aligned with the Public Open House dates, ideally the CIC presentation will take place the same day as the Public Open House.

For the ELUS it is projected that there will be a minimum of three (3) presentations to CIC.

1st CIC – (June – July 2016)

Phase 1 Report with Growth Report, update on TWG and CLG, and next steps.

2nd CIC (October – November 2016)

Developed ELUS Scenarios, update on TWG and CLG, and next steps.

3rd CIC (December 2016 – January 2017)

Final Strategy, update on TWG and CLG, and next steps.