E D M O N T O N
ADMINISTRATIVE PROCEDURE

TITLE		NUMBER	A1448
PUBLIC INVOLVEMENT		DEPARTMENT	*OFFICE OF THE CITY MANAGER*
		DELEGATED AUTHORITY	*DEPUTY CITY MANAGER*
		CONTACT	*OFFICE OF PUBLIC INVOLVEMENT 944-0300*
DEFINITIONS		DATE	*MAY 15, 2008*

Consultation Manager - Web-based software used for the express purpose of recording, documenting, tracking, evaluating and reporting on public involvement processes.

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 - 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.

Public Involvement - Will be used to represent the various methods of engaging the people of Edmonton in discussions about civic matters that affect them.

Public Involvement Plan (PIP) - The strategic process/plan developed to frame the public involvement required to engage the public in municipal issues.

PROCEDURES AND GUIDELINES

Employees will be expected to take a strategic approach when public involvement is considered by demonstrating the Standards of Practice identified in Public Involvement Framework.

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When Public Involvement is included in projects, employees will develop a Public Involvement Plan using the worksheets at www.edmonton.ca/publicinvolvement.

All Public Involvement Plans will be tested with a small selection of stakeholders or public prior to finalizing.

Consultation Manager will be used to record/store all material related to public involvement efforts. The Office of Public Involvement is responsible for providing employee access.

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