

**APPENDIX A: SPECTRUM OF PUBLIC PARTICIPATION**

The Provincial Capital Commission (Commission) has adopted the International Association of Public Participation’s (IAP2 – [www.iap2.org](http://www.iap2.org)) spectrum of Public Participation.

**IAP2 Spectrum of Public Participation**



IAP2’s Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public’s role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

INCREASING IMPACT ON THE DECISION 					
	<b>INFORM</b>	<b>CONSULT</b>	<b>INVOLVE</b>	<b>COLLABORATE</b>	<b>EMPOWER</b>
<b>PUBLIC PARTICIPATION GOAL</b>	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
<b>PROMISE TO THE PUBLIC</b>	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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## APPENDIX B: PUBLIC NOTICE STANDARDS

### Notice of Public Participation Activities

- A. The Commission has developed minimum notice requirements that proponents and the Commission will follow or may exceed. The public will be given notice of Public Participation opportunities in the following manner:
- a. For the review and renewal of the *Wascana Centre – 2016 Master Plan* (Master Plan), the Commission will provide on its website a summary of its Public Participation process at least six months prior to beginning a Master Plan review.
  - b. The Commission will provide at least four weeks of notice of any Public Participation activity for the review of the Master Plan or Major Amendments to the Master Plan. Notice will be:
    - i. published in at least two newspapers with broad provincial circulation;
    - ii. posted on the Commission’s website, social media platforms, and in publically visible areas in Wascana Centre;
    - iii. mailed by regular letter post to property owners and residents within 100 meters of Wascana Centre;
    - iv. sent by email, fax, or regular letter post to relevant stakeholder groups; and
    - v. given in any other manner or means considered appropriate by the Commission.
  - c. A proponent will provide at least two weeks of notice of any Public Participation activity for the review of a proponent-sponsored Major Development and other Improvements. Notice will be:
    - i. published in at least one newspaper with broad provincial circulation;
    - ii. placed at the site location under review at Wascana Centre and/or Government House;
    - iii. mailed by regular letter post to property owners and residents within 100 meters of the Major Development or Improvement; and
    - iv. communicated to the general public and relevant stakeholder groups through other means—such as posting on either the proponent’s or Commission’s website—as part of a Public Participation plan acceptable to the Commission.
  - d. Public notices of Public Participation activities will include the following:
    - i. a summary of the purpose of the Public Participation activity;

- ii. information about the date, time, and location of the event, including opportunities for online Public Participation and feedback;
- iii. a description of the type of Public Participation activity and how feedback will be collected and utilized in the development process; and
- iv. a description of the affected area including reference to street names and addresses or commonly understood area designations and publications of maps of the area.

#### Notice of Decisions of the Commission

- B. Notice will be provided of the approval of a new Master Plan, change to the Master Plan, or approval of a Major Development in the following manner:
  - a. The Commission will publish notice of the PCC decisions regarding approval of the new Master Plan, changes to the Master Plan, or Major Development on its website within one month of approval.
  - b. The proponent of a Major Development will publish notice of the PCC decision regarding an approval of a new Major Development on its website within one month of approval.

## APPENDIX C: EXAMPLES OF PUBLIC PARTICIPATION ACTIVITIES

Public Participation Activities	Level of Public Participation
<p><i>Information pieces:</i> tools used to provide information to the public (newsletters, brochures, fact sheets, infographics, digital videos, presentations with live streaming, social media, and websites).</p>	<p>Inform (Level 1)</p>
<p><i>Public Meeting:</i> a formal presentation by the proponent or the Commission on the proposed Major Development or Master Plan to the public; members ask questions and provide feedback; video or audio recordings of conversations may be taken.</p>	<p>Consult (Level 2)</p>
<p><i>Open House:</i> an informal session organized by the proponent or the Commission with pop-up stalls and displays available to the public for review. The organizer is available to ask questions. A feedback form, survey, or comment box is typically used to record public comment.</p>	<p>Consult (Level 2)</p>
<p><i>Online consultation:</i> includes surveys, social media polls, discussion boards, online forums, likes, and virtual town halls. Best used in conjunction with other methods.</p>	<p>Consult (Level 2)</p>
<p><i>Interviews:</i> conducted in person or over the phone with individuals or small groups; responses will be recorded in writing by the interviewer and the results of the interview will be documented.</p>	<p>Consult (Level 2)</p>
<p><i>Focus Groups and Round Tables:</i> focused discussions in small groups or committees of stakeholder representatives often guided by an independent facilitator appointed by the proponent or the Commission; discussions are recorded in writing by the facilitator and may be video recorded.</p>	<p>Involve (Level 3)</p>
<p><i>Small Groups Meetings or Workshops:</i> formal meetings with a small group of invited stakeholders for the purpose of gathering information, building relationships, and exchanging/developing ideas (may include brainstorming sessions, visioning exercises, hackathons, community mapping, or mind mapping activities); discussions are recorded in writing by the facilitator and may be video recorded.</p>	<p>Involve (Level 3)</p>

Public Participation Activities	Level of Public Participation
<p><i>Design Charrettes:</i> intensive planning sessions where citizens, designers, and others work together on a vision for development; the charrette is located near a project site and meetings are held throughout the year.</p>	<p>Involve (Level 3)</p>
<p><i>Citizen Panels:</i> citizen panels that are surveyed several times each year by mail, telephone, or online; sample sizes are representative cross-sections of provincial society; responses will be documented in writing.</p>	<p>Involve (Level 3)</p>
<p><i>Open Spaces:</i> meetings where concerned individuals and stakeholder organizations set their own meeting agendas around a theme of central importance related to the Major Development or Master Plan under consideration; provides individuals and stakeholders with the opportunity to provide input on specific issues that are forwarded to the proponent or Commission.</p>	<p>Collaborate (Level 4)</p>
<p><i>Document Co-Creation:</i> the ability of individuals and stakeholder representatives to collaborate on the content of a key development document; co-ownership of the document permits multiple people to provide their perspectives through editing and writing.</p>	<p>Collaborate (Level 4)</p>
<p><i>Advisory Committees or Working Groups:</i> representative citizen committees or working groups whose purpose is to engage in ongoing discussion between the proponent and the public on a development; the committees or working groups provide leadership on the impending issue.</p>	<p>Collaborate (Level 4)</p>
<p><i>Citizen juries:</i> a jury comprised of citizens who are representative of the community who are asked to and make recommendations on a specific issue to the Commission.</p>	<p>Empower (Level 5)</p>

## APPENDIX D: MASTER PLAN PUBLIC ADVISORY COMMITTEE

**Note: these terms of reference are approved by the Board**

### Purpose

The purpose of the Master Plan Public Advisory Committee is to advise, recommend, and provide support to the Commission on the review and renewal of, and Major Amendments to, the Master Plan. The Committee is an ad-hoc advisory Committee established by the Board when the review of the Master Plan occurs.

### Constitution

The Master Plan Public Advisory Committee consists of the following membership:

- three individuals, one nominated by each of the Participating Parties (Government of Saskatchewan, City of Regina, and University of Regina);
- at least three individuals selected from the public-at-large;
- at least nine individuals nominated by organizations/associations representing the following stakeholders:
  - heritage or the cultural arts;
  - Indigenous groups;
  - professional planners, architects, landscape architects, and engineers;
  - business or tourism;
  - science, environment, or conservation; and
  - local property owners.

As per the Commission's Committee Appointment Policy, members of the Committee are appointed by the Board on the nomination of a Participating Party, nominating organization (as determined by the Board), or Commission Administration. Members appointed from the public at-large category are selected from an open competition advertised on the Commission's website and managed by Commission Administration. Committee alternates are also selected by the Board for each person nominated by a Participating Party or nominating organization/association. Alternates will sit on the Committee in the absence of a Committee member or if a Committee member resigns.

Appointments to the Committee are for the duration of the Master Plan review and renewal process or Major Amendment process. The Master Plan Public Advisory Committee will recommend a Committee Chair to the Board for approval.

Meetings of the Master Plan Public Advisory Committee will be open to Public Participation. The public will have the opportunity to participate in-person and virtually online. The Committee may invite Commission staff, resource or other persons as guests or observers to attend and participate in meetings when required. Invited guests may provide resource support and participate in discussion. The Committee may make its own rules for attendance and participation at the meeting consistent with the Commission's Public Participation Policy.

### **Roles and Responsibilities**

The Master Plan Public Advisory Committee has the responsibility to:

- participate in, review, and offer feedback on proposed Public Participation plans regarding Master Plan review or amendment processes to the Board;
- champion and assist with the organization of Public Participation activities for the Master Plan review or amendment process;
- review public feedback provided from Public Participation activities at each stage of the review and renewal process; and
- provide recommendations to the Board on the development of the Master Plan amendments.

### **Meetings**

Meetings of the Master Plan Public Advisory Committee will occur on an 'as needed basis' and in conformity with Commission policy and procedure for the review and renewal of the Master Plan.

The CEO (or designate) will provide resource support to the Committee including the scheduling of meetings, meeting logistics, agenda and meeting material preparation, and minute taking. Committee meeting materials will be sent to members at least seven (7) calendar days in advance of the meeting.

Quorum for any Committee meeting is a majority of voting members. A meeting may commence without quorum but no official decisions may be made. A Committee member who cannot attend a meeting in person may attend meetings by telephone or other means provided that the member can adequately participate in the discussion. Committee Chairs may vote on resolutions, but they will ordinarily do so only to break a tie.

The Committee may choose to meet privately (in camera) to discuss any matter. In such a circumstance, members of the public and guests will leave the meeting until the confidential matter is resolved.

With the exception of meeting deliberations held in camera, minutes of the Committee's decisions are publically posted on the Commission's website. Committee meetings will also be video-audio recorded and the recordings of meetings posted on the website. Commission administration is the official record-keeper for all records of the Committee.

### **Confidentiality and Conflict of Interest**

Committee members are bound by the Commission's Code of Conduct requiring members to disclose any conflicts of interest and maintain the confidentiality of Committee discussions at all times.

Conflicts of interest are managed by the Committee Chair who will escalate complex cases to the Board Chair for resolution. The Committee Chair also provides guidance to participants on what elements of Committee discussion may be open to public view and what must remain confidential.

## **APPENDIX E: PUBLIC PARTICIPATION STAGES FOR REVIEW AND RENEWAL OF THE MASTER PLAN**

Note: The review stages for Major Amendments to the Master Plan may be modified depending of the nature of the Major Development proposed.

### **Stage 1: Assessment of Current Conditions**

- inform the public of the Public Participation process;
- consult the Master Plan Public Advisory Committee and the public on key topics and issues that will inform the development of the Master Plan; and
- approximate timeframe: 3 months.

Outcome: Recommendation to continue (renew) or amend the Master Plan

### **Stage 2: Vision and Objectives**

- work with the Master Plan Public Advisory Committee and the public to establish the vision and objectives of the Master Plan;
- review of the key planning principles of the Master Plan to determine their continued relevance;
- discussion of potential future Improvements and Major Developments in relation to the planning principles and planning area descriptions; and
- approximate timeframe: 6 months

Outcome: report from the Master Plan Public Advisory Committee on key recommendations for amendments or continuation (renewal) of Master Plan.

### **Stage 3: Initial Draft of the Master Plan**

- review of a preliminary draft of the Master Plan by the Public Advisory Committee and the public;
- the public has the opportunity to comment on the details of the Master Plan; and
- approximate timeframe: 3 months.

Outcome: recommendation of the draft Master Plan

### **Stage 4: Final Draft of the Master Plan**

- review of a final draft of the Master Plan by the Master Plan Public Advisory Committee and the public (online comments only);

- the Master Plan is sent to the Board with the recommendation of the Master Plan Public Advisory Committee and any outstanding comments from the public; and
- approximate timeframe: 3 months.

Outcome: Master Plan Advisory Committee report on draft Master Plan to the Board.

#### Stage 5: Approval of the Master Plan

- the Board approves the revised Master Plan; and
- the public is notified of the approval of the Master Plan and the Master Plan is published on the Commission's website.

Outcome: Board adoption of the new Master Plan.