



**City of Kingston  
Information Report to Council  
Report Number 17-305**

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**To:** Mayor and Members of Council  
**From:** Denis Leger, Commissioner, Corporate & Emergency Services  
**Resource Staff:** Debbi Miller, Manager, Communications & Public Engagement  
**Date of Meeting:** November 15, 2017  
**Subject:** International Association for Public Participation (IAP2)  
Decision Makers training session

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**Executive Summary:**

The Public Engagement Framework and The Public Engagement Charter were approved at Council on October 3, 2017, after being presented and recommended at Administrative Policies Committee on September 14, 2017.

The International Association for Public Participation (IAP2) Decision Makers session is being held for the decision makers in the municipality. City Council and the Corporate Management Team are receiving the training on November 15, 2017. The second Decision Makers session for the remainder of senior staff is being held on December 7, 2017.

**Recommendation:**

This report is provided for information only.

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**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

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**Denis Leger, Commissioner, Corporate & Emergency Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

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**Gerard Hunt, Chief Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Lanie Hurdle, Commissioner, Community Services	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required
Mark Van Buren, Acting Commissioner, Transportation & Infrastructure Services	Not required

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**Options and Discussion**

The development of the Public Engagement Framework began in 2015 with numerous opportunities for residents, City employees and City Council to provide input. The final framework was developed based on this input, as well as a review of other municipal best practices and the International Association for Public Participation (IAP2) model.

As part of the report that was presented to Administrative Policies Committee an Implementation Plan was provided for information. Training and awareness for City employees, City Council and residents was identified within the implementation plan.

All of the training is being delivered by a certified International Association for Public Participation trainer. The training that was identified for Council and senior leaders was the International Association for Public Participation Decision Makers training. The Decision Makers sessions will provide an overall understanding of the IAP2 approach and the influence of decision makers. The training will assist in providing a better understanding of IAP2 model and the role in public engagement as we move forward.

The training that was identified for other City employees more directly involved with public engagement is the more intensive IAP2 planning and techniques training. This training includes; two – 90 minute webinars, two days of Planning for Public Engagement and two days of Techniques for Public Engagement. The first training has been scheduled for November and December 2017, and a second session has been scheduled for early 2018.

**Existing Policy/By-Law:**

Public Engagement Framework

**Notice Provisions:**

Not applicable

**Accessibility Considerations:**

Not applicable

**Financial Considerations:**

All costs for the Decision Makers training session and the intensive International Association for Public Participation (IAP2) planning and techniques training for identified staff has been included in the current budget and 2018 budget submission.

**Contacts:**

Debbi Miller, Manager of Communications and Public Engagement 613-546-4291 ext.1323

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**Other City of Kingston Staff Consulted:**

Not applicable

**Exhibits Attached:**

The following documents will be provided as handouts at the November 15 session.

- Public Engagement Framework
- Public Engagement Charter
- Decision Makers manual