

ATTACHMENT A

Section 1. Definitions.

- a. "Citizen engagement" includes equivalent terms such as "public engagement," "citizen participation" or "community engagement" and legal notice requirements. Citizen engagement methods include, but are not limited to, any form of in-person, technology-aided, or online communication that provides for discussion, dialogue, and/or deliberation among participants, encouraging citizens to meaningfully engage in the policy-making and/or problem-solving processes.
- b. "Policy process" is defined as "a course of action produced as a response to an opportunity, a perceived problem or issue involving a constituency, formulated by a deliberative political process and adopted, implemented and enforced by a public agency."

Section 2. Community Engagement Mission and Vision.

- a. Vision—To be a thriving Cincinnati where all are engaged as empowered participants in shaping our shared future
- b. Mission—To strengthen the culture of citizen engagement in Cincinnati by providing opportunities for all to participate in meaningful and proactive ways in the city's decision-making processes

Section 3. Community Engagement Principles.

- a. Right to Involvement: Those who are affected by a decision have a right to be involved in the problem-solving/decision-making process regarding that decision.
- b. Careful Planning and Preparation: Actively pursue citizen groups, through adequate and inclusive planning and outreach, ensuring that the engagement design and the needs of the participants are met.
- c. Inclusion and Demographic Diversity: Actively reach out to equitably incorporate diverse people, voices, ideas, and information to lay the groundwork for quality outcomes and democratic legitimacy. Seek out and facilitate the involvement of those potentially affected by or interested in the decision.
- d. Collaboration and Shared Purpose: Support and encourage participants, including government, community institutions, and other key stakeholders to work together to advance the common good. Promote sustainable decisions by recognizing and communicating the long-term needs and interests of all citizens.

- e. **Openness and Learning:** Help all involved listen to each other, explore new ideas unconstrained by predetermined outcomes, learn and apply information in ways that generate new options.
- f. **Transparency and Trust:** Be clear and open about the process and provide a public record of the organizers, sponsors, outcomes, and range of views and ideas expressed. Annually report on and rigorously evaluate citizen engagement efforts and activities for effectiveness and improvements to be made.
- g. **Impact and Action:** Ensure each participatory effort has potential to have a real impact and that participants are aware of that potential. Communicate to all participants how their input affected the decision making.
- h. **Sustained Engagement and Participatory Culture:** Establish and maintain a culture of ongoing and quality citizen engagement within departments, offices, programs, local agencies, business partners and institutions.
- i. **Accountability for Results and Financial Support:** City leaders and staff are held accountable for (a) ensuring meaningful citizen engagement in the policy making and work of the City and (b) providing the resources to ensure ongoing success.

Section 4. Community Engagement Policy.

- a. **Active citizen engagement and participation (to assemble, to deliberate and to take action on public problems or issues of community members) is important and highly valued by the City.**
- b. **The purpose of citizen engagement is to provide broad, inclusive, deliberative and meaningful participation in the policy process with the general public and stakeholders from the public, private, and nonprofit sectors. The public should have the fullest opportunity to meaningfully participate in governance and the policy process and to provide the City and all related authorities with the benefits of their collective expertise and information.**
- c. **The principles for citizen engagement set forth in Section 3 are in addition to notice and comment or public hearings required by law.**
- d. **A Citizen Engagement Policy Manual could be a helpful tool to guide the City and its partners in the use of strategies satisfying the citizen engagement principles set forth in Section 3.**

Section 5. Implementation and Reporting

No later than 60 days from the passage of this ordinance the City Manager should convene an initial public engagement session. The City Manager should present periodic updates to the

Neighborhoods Committee on the development and/or implementation progress of the policy and further efforts by the City to enhance community engagement. The City Manager should present to Council an annual report on the status of the engagement program (e.g., goals, objectives, and benchmarks, and actual performance on goals, objectives, and benchmarks).