



Director Approval - Original Approval Date: 12/31/2016
Update Approval Date: 12/31/2022
Signature: 

PARKS & RECREATION

Date: 12/31/2016 **Updated:** 12/31/2022 **Date To Be Reviewed:** Three Years - 12/31/2025

Title of Document: 6.1.2 LOPR_Participant Involvement

Background:

Lake Oswego Parks & Recreation (LOPR) seeks community input for activities and services, new parks and facilities and park and amenity upgrades. The methods used for community input may vary according to the need.

Procedure:

- a. **Recommending Policy:** For policy recommendations to the Parks & Recreation Department, the Parks, Recreation and Natural Resources Advisory Board (Parks Board) advises and assists the City Council and staff in the provision, operation, conservation and protection of the City's parks, open spaces, recreation facilities, community centers, programs and opportunities, natural resources, and environmental quality for the health and well-being of the residents of Lake Oswego.
- b. **Planning Activities:** For planning and project input, LOPR utilizes 2.9 LOPR_Community Involvement and 2.9.A LOPR_Community Engagement Goals, Policies and Procedures which contain policy information for levels of engagement and examples used to gather data and input for projects pertaining to parks, natural areas (open spaces), trails, and facilities.
- c. **Conducting Activities:** The 2021 Community Survey Report produces results to assist and gauge public opinion and satisfaction with general parks and recreation services and activities. The Customer Excellence Program also provides opportunities for public and participant input and suggestions which are used for planning, implementing, and evaluating recreation activities. The Customer Excellence Program provides survey results reports that are publically accessed through the LOPR website and shared with LOPR programming staff members through email communication and verbally during monthly program meetings.
- d. **Sponsoring Activities:** The Department both sponsors community activities and receives sponsorship resources from individuals and businesses in the community to present and implement activities and events. 3.4.3.A LOPR_Sponsorship Policy and 3.4.3.B LOPR_Sponsorship Agreements Guidelines outline the program and process. The City Attorney's Office provides forms as guidelines to use for sponsorship of activities, events and services.



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Source Documents:

Parks Board Description 2022

January 2022 Boards and Commissions Manual, page 8

2021 Community Survey Report

[LOPR Customer Excellence Survey Results 2022](#)

Related Documents:

2.9 LOPR_Community Involvement

2.9.A LOPR_Community Engagement Goals, Policies and Procedures

3.4.3.A LOPR_Sponsorship Policy

3.4.3.B LOPR_Sponsorship Agreements Guidelines

Responsibility/Contacts: Director, Deputy Directors, Parks & Recreation Managers, Communications Coordinator, Administrative Assistant