



District of Lantzville

Incorporated June 2003

Policy No.: 3000 - 9

Date of Implementation: April 25, 2016

Council Resolution: C16-86

Public Participation Policy

Purpose

Communication, Engagement, and Transparency

The District of Lantzville has made it a top priority to improve its level of communications, engagement, and transparency with its residents. The District is committed to facilitating public participation on issues that impact its resident's daily lives and their municipality. The District is fully committed to transparent reporting in how resident views and impact have been considered in the decision making process of Council. The District is committed to providing its residents with timely, factual, accurate information and the District will strive to continually improve within the Districts financial and resource capacity.

Guiding Principles

The following principles will guide public participation activities conducted by the District:

Access: The District will ensure accurate information is made available to participants in a reasonable timeframe.

Transparency: The District will strive to ensure decision making processes, procedures and limitations are understood and followed. If there are limitations or constraints to public participation, they will be made clear. Roles and responsibilities will be clearly communicated. Feedback will be provided on what stakeholders have communicated and how their opinions were considered by decision makers.

Engagement: The District will consider the levels of engagement with the public and look for ways to facilitate higher levels of engagement when gaps are identified. Engagement with the public will strive to be inclusive to all segments of the population.

Communications: The District will provide residents with accurate, timely information with a customer service focus.

Respect: Public participation requires respect from all parties involved. The District will listen with an open, unbiased mind and show consideration, respect, and will value all input provided.

Integrity: The District will at all times represent itself with a level of integrity expected by its residents and will make decisions based on input from all parties and sound, factual information.

ADMINISTRATIVE POLICY

Public Participation Framework

When the District enters into a public participation process, the following levels of consultation, collaboration, and communication will be considered.

	Inform	Consult	Involve	Collaborate	Empower
Objectives of the Public Participation	To provide balanced, objective information to support the publics understand of an issue/matter	To obtain feedback, participation, and knowledge on issues or decisions	To work with the public to ensure concerns are addressed, and have been considered	To encourage meaningful discussions to find common ground regarding actions	To provide a meaningful arena for the public to have a say in decisions impacting their community
Commitments of the District of Lantzville	To inform the public	To listen with an open mind and consider the publics concerns	To work with the public to enhance information, ideas and concerns	To be innovative and to support the innovation of members of the public	To work with the public to implement agreed upon decisions
Examples of matters that may fall in these categories	Repair and replacement of park assets Open Houses – Official Community Plan Development Public Works notices of construction	Change of park usage Gather input on the overall direction of the municipality Capital Works planning	New park asset such as playground, trail Development of New Official Community Plan	Concept development Official Community Plan Advisory Committees	Referendum Elections/By-election Alternative Approval Process
Participant’s Responsibilities	To become informed	To provide feedback	To be open to all points of view and work with staff and other members of the public	To set aside agendas and participate in meaningful collaborate discussions	To work with staff to implement agreed upon decisions

ADMINISTRATIVE POLICY Contd.

Commitment and Resources

The District, within its financial ability and capacity, will allocate technical, financial, and human resources for effective, meaningful public participation.

The role of the District is to support residents to develop their skills and ability to effectively participate in decision making. This support will involve a commitment to provide information about District processes, initiatives, and policies.

Accountability

The District will be responsible and accountable in accordance with the parameters of this policy. The District will report back on level of public participation, and attempts to support and increase levels of participation.

