

<b>TITLE:</b>	<b>PUBLIC PARTICIPATION/ COMMUNITY ENGAGEMENT</b>		<b>Page 1 of 2</b>
<b>SECTION:</b>	<b>Council Organization and Process</b>	<b>POLICY No. II-111</b>	
<b>Adopted:</b>	April 18, 2016	<b>Resolution:</b>	093-2016
<b>Amended:</b>		<b>Resolution:</b>	

1. PURPOSE

The District of Highlands believes that decisions are improved by engaging citizens and other stakeholder groups. The District is committed to undertaking public participation on issues that affect citizens’ lives and their municipality. The District is committed to reporting back to citizens on how their views have been considered in the decision making process. The District is committed to transparent and inclusive processes that are supported by factual information, are inclusive of the diversity of Highlands and are within the District’s ability to finance and resource.

2. GUIDING PRINCIPLES

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

1. Inclusiveness: The District will endeavor to involve and enable the participation of all interested parties by using informative tools such as: the District’s website (news flash, calendar and event postings) and the Highlands Newsletter, across the full range of our diverse population.
2. Transparency: The District will endeavor to ensure decision processes, procedures and constraints are understood and followed. The purpose and limitations on public participation will be made clear. Respective roles and responsibilities will be clearly communicated. Feedback will be provided on what stakeholders said and how their opinion was considered by decision makers.
3. Access: The District will ensure that accurate information is available to participants in a timely manner.
4. Respect: Public participation requires the mutual respect of all participants. The District will listen with an open mind and show consideration and value for another person’s point of view.
5. Honesty: In conducting public participation the District will demonstrate our core value of honesty; we will tell the truth, follow through on commitments and act in a trustworthy manner.

3. PUBLIC PARTICIPATION FRAMEWORK

Whenever the District undertakes a public participation process, the objective of the participation, the commitment for performance and the level of the framework will be clarified at the beginning of the process. Each level describes a type or depth of participation that may be appropriate to support the pending decision.

	<b>INFORM</b>	<b>CONSULT</b>	<b>INVOLVE</b>	<b>COLLABORATE</b>	<b>EMPOWER</b>
<b>OBJECTIVES OF THE PUBLIC PARTICIPATION</b>	<ul style="list-style-type: none"> <li>To provide balanced and objective information to support understanding by the public</li> </ul>	<ul style="list-style-type: none"> <li>To obtain feedback on analysis, alternatives, issues and/or decisions</li> </ul>	<ul style="list-style-type: none"> <li>To work with the public to ensure that concerns and aspirations are understood and considered</li> </ul>	<ul style="list-style-type: none"> <li>To facilitate discussions and agreements between public parties to identify common ground for action and solutions</li> </ul>	<ul style="list-style-type: none"> <li>To place final decision making in the hands of the public</li> </ul>
<b>DISTRICT OF HIGHLANDS COMMITMENT</b>	<ul style="list-style-type: none"> <li>To inform the public by way of the District website, Highlands Newsletter or other social media opportunities</li> </ul>	<ul style="list-style-type: none"> <li>To listen to and consider the public's concerns</li> </ul>	<ul style="list-style-type: none"> <li>To work with the public to exchange information, ideas and concerns</li> </ul>	<ul style="list-style-type: none"> <li>To seek advice and innovations from amongst various public parties</li> </ul>	<ul style="list-style-type: none"> <li>To work with the public to implement agreed upon decisions</li> </ul>
<b>EXAMPLES OF ISSUES/ TECHNIQUE THAT MIGHT FALL IN THESE CATEGORIES</b>	<ul style="list-style-type: none"> <li>Repair or replace existing park asset</li> <li>Open House</li> <li>Notice of construction/ repair</li> </ul>	<ul style="list-style-type: none"> <li>Change of program format</li> <li>Mapping Update</li> <li>Capital project planning or designing</li> </ul>	<ul style="list-style-type: none"> <li>New park asset such as new playground or new trail</li> <li>Climate Change Adaptation Plan</li> <li>Roadside Trail Network</li> </ul>	<ul style="list-style-type: none"> <li>Strategic Plan</li> <li>Integrated Community Sustainability Plan</li> </ul>	<ul style="list-style-type: none"> <li>Referendum</li> <li>Election/ by-election</li> <li>Alternate approval process</li> </ul>
<b>PARTICIPANT'S RESPONSIBILITY</b>	<ul style="list-style-type: none"> <li>To become informed</li> </ul>	<ul style="list-style-type: none"> <li>To provide feedback</li> </ul>	<ul style="list-style-type: none"> <li>To be open to other points of view and work with staff and other members of the public</li> </ul>	<ul style="list-style-type: none"> <li>To put aside person agendas and participate in discussions</li> </ul>	<ul style="list-style-type: none"> <li>To work with staff to implement agreed upon decisions</li> </ul>

#### 4. COMMITMENT & RESOURCES

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

The District will support citizens and stakeholder groups to develop their skills and ability to participate effectively. This support will involve education and information about District processes, initiatives and policies.

#### 5. ACCOUNTABILITY AND EVALUATION

The District will be accountable for acting in accordance with this policy. Public participation processes will be measured for consistency with the stated objective and commitment. The District will report, on an annual basis, on the public participation activities that have been conducted.