

<b>SUBJECT:</b> PUBLIC PARTICIPATION	
<b>DATE OF ISSUE:</b> SEPTEMBER, 2013	<b>ORIGIN:</b> ADMINISTRATION

The District of Saanich 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 District. 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 Saanich and are within the District's ability to finance and resource.

### Guiding Principles

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

Inclusiveness: The District will endeavor to involve and enable the participation of all interested parties across the full range of our diverse population.

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.

Access: The District will ensure that accurate information is available to participants in a timely manner.

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.

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.

### 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.

	Inform	Consult	Involve	Collaborate	Empower
Objectives of the Public Participation	To provide balanced and objective information to support understanding by the public	To obtain feedback on analysis, alternatives, issues and/or decisions	To work with the public to ensure that concerns and aspirations are understood and considered	To facilitate discussions and agreements between public parties to identify common ground for action and solutions	To place final decision making in the hands of the public
District of Saanich Commitment	To inform the public	To listen to and consider the public's concerns	To work with the public to exchange information, ideas and concerns	To seek advice and innovations from amongst various public parties	To work with the public to implement agreed upon decisions
Examples of issues/technique that might fall in these categories	Repair or replacement of existing park asset  Open Houses – Solar Hot Water  Public Works notices of construction/ repair	Change of recreation program format  Mapping Update -Environmentally Significant Areas  Capital project planning or designing	New park asset such as new playground or new trail  Climate Change Adaptation Plan	Park concept & or management plans ie Cadboro-Gyro Park  Official Community Plan  Technical Advisory Committee  “Safe Routes to School” plans	Referendum  Elections/ By-election  Alternate approval process
Participant's Responsibility	To become informed	To provide feedback	To be open to other points of view and work with staff and other members of the public	To put aside personal agendas and participate in discussions	To work with staff to implement agreed upon decisions

**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.

**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.