

Title: “Public Participation Policy”
Policy No: 1018



Effective Date: 17 July 2018

Review date:

Approval Date: 17 July 2018

PURPOSE: To promote and encourage public participation, and open, two-way communication in order to develop and deliver quality programs and services.

Communication Goals:

- To distribute information to and receive feedback from the ratepayers of Woodlands County with respect to existing or proposed programs, services or changes or creation of policies.
- To enhance transparency and openness in the governing process of Woodlands County.
- To inform residents of council decisions and administrative actions that may affect them, their business and/or their property.

Communications Methods:

Information will be disseminated to ratepayer and other interested parties using one or more of the following:

- Bi-annual Newsletter – a newsletter will be sent to residents of Woodlands County twice annually with updates regarding new county initiatives, current projects and human interest articles from around the County.
- Weekly Newspaper Ad - Woodlands County will run a weekly ad; as required in the local newspapers with council information, upcoming events, tender information and planning and development updates.
- Council Highlights and Media Release – Administration will distribute information on council decisions, upcoming events and county initiatives to the media on an as-needed basis
- Website - Woodlands County will maintain a website with up-to-date information on all public information, highlighting programs, services, important policies and Council decisions, meeting dates etc.
- Fact Sheets – on an as-needed basis, Woodlands County will mail out fact sheets directly to affected residents on specific topics.

- Brochures – on a variety of topics, including planning regulations, community peace officers initiatives and campgrounds, distributed on an ongoing basis at strategic locations.
- Social Media – Woodlands County will maintain a presence on social media to distribute information on events, emergencies, official notices and public interest notices/pictures.

Administration may also develop and utilize any other methods of communication at the discretion of Council, the Mayor or the Chief Administrative Officer.

Information/feedback will be received from ratepayers and other interested parties using one or more of the following;

- Public hearings as may be required from time to time pursuant to the requirements of the Municipal Government Act.
- Open Houses in which Council will host an event on a global or specific issue seeking feedback from its constituents.
- Citizen engagement surveys/forums.
- Public presentations to council's Governance & Priorities Committee meeting or Council meetings.
- Public Input Sessions – Council may schedule a public input session during a regular meeting for the purpose of obtaining public opinion on any resolution or bylaw or other matter.
- Telephone/e-mail/letter.
- Day to day interaction between municipal council, staff and residents