

District of West Vancouver

POLICY

Title: Community Outreach and Engagement
Division: Community Relations & Communications
Policy Number: 0202
File Number: 0282-20-0202

1. Purpose

- 1.1. The purpose of this policy is to provide the District of West Vancouver with a flexible and adaptable approach to community outreach and engagement. The goal is to establish consistent processes that will be implemented with clear guidelines and consistency across all departments and divisions.

2. Scope

- 2.1. This policy applies to all divisions of the District of West Vancouver. However, the following types of work are exempt at the discretion of the Divisional Director:
 - Road and transportation work approved due to identified safety concerns;
 - Emergency work, such as water main breaks and urgent road or utility repairs;
 - District projects or initiatives that require legislated consultation; and
 - District projects or initiatives requested by Council to proceed without community outreach and engagement.

3. Definitions

- 3.1. “Community Engagement” or “Public Engagement” means the broader process that can range from informing to fully empowering the public. The District uses the International Association for Public Participation (IAP2) and the IAP2’s Spectrum of Public Participation which outlines five different levels of involvement based on the impact the public has on decision-making.
- 3.2. “Community Consultation” or “Public Consultation” means a more limited form of engagement where feedback is sought but final decisions remain with the authority.

4. Policy Statement

- 4.1. The Community Outreach and Engagement Policy of the District of West Vancouver was created to consider the principles for authentic engagement from the International Association for Public Participation (IAP2) and has been adapted to meet the specific needs of West Vancouver.

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4.2. Guiding principles are as follows.

- 4.2.1. The level of community engagement will reflect the size and public impact of the project or proposal.
- 4.2.2. For some District decisions, community input will play a role in creating options for consideration during the decision-making process.
- 4.2.3. The community and stakeholders will know how their input contributes to the decision-making process.
- 4.2.4. The nature and significance of the decision will relate to the level of engagement used in the decision-making process.
- 4.2.5. Some District projects or proposals are identified to be at the level of 'inform' on the spectrum of engagement. For these, the District will provide clear up-to-date information to the community, but the community will not have a role in the decision-making process.
- 4.2.6. Engagement opportunities will be inclusive and the District will make every effort to invite all those who may be positively or negatively impacted by a decision into the process.

4.3. The subject matter expert/staff lead will work with the Communications Department to communicate the public engagement opportunity appropriately.

5. Approval

Approved by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2025/05/12	
Council minutes eDocs # (Council Policies only)	5821637	
Council report eDocs # (Council Policies only)	5815270	
Signature	<u>[Original signed by Mayor]</u> MAYOR	

6. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	2025	