



Department Council	Policy No. 11-04-18	Page 1 of 3
Policy Title Public Participation	Date: June 14, 2018	Resolution No. RC18-195

PURPOSE

To ensure accountability, transparency and to recognize the value of public participation by identifying the method, level and type of public participation in decisions that directly impact the public.

GUIDELINES

1. Council shall;
 - a. be cognizant of the public service commitment to engage with citizens;
 - b. be proactive and anticipate community concerns; and
 - c. consider democratic tools such as plebiscites if necessary once the proper engagement and dialog takes place.
2. The Chief Administrative Officer or Designate shall:
 - a. ensure Council determines the citizen engagement necessary as per Schedule A and B or as otherwise determined by Council;
 - b. commit to proper planning for the engagement process;
 - c. ensure all public participation will be undertaken in accordance with the Municipal Government Act, the Freedom of Information and Protection of Privacy Act and any other applicable legislation.
3. All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
4. All Public Participation will be undertaken in accordance with all existing municipal policies.
5. This Policy shall be available for public inspection and may be posted to the Municipality's website.
6. This Policy will be reviewed at least once every four years.



Department Council	Policy No. 11-04-18	Page 2 of 3
Policy Title Public Participation	Date: June 14, 2018	Resolution No. RC18-195

ATTACHMENTS

Schedule A - Birch Hills County Events/Actions

Schedule B - Birch Hills County Spectrum of Engagement

Original to be signed

Hermann Minderlein
Chief Administrative Officer

Original to be signed

Gerald Manzulenko
Reeve

Adopted by Council: RC18-195	Date: June 14, 2018
Updated:	



Birch Hills County Events/Actions

	Event/Action
Council	Annual Budget
	Annual Report
	Strategic Plan
	Bylaw Review & Development
	Policy Review & Development
	Activities Report
	Capital Projects
	Regular/Special/Committee Meetings
Finance	Audited Financial Statements
Planning & Development	New or Amended Municipal Development Plan, Area Structure Plans,
	New or Amended Area Redevelopment Plans
	Planning Documents
	New or Amended Community Sustainability Plan
Agricultural Service Board/Rural Development	Agricultural Service Board Business Plan
	Agricultural Acts; Enforcements & Methods; Policies & Programs
	Agricultural Service Board Annual Report
Public Works	Public Works Affecting Adjacent Landowners
	Construction of Infrastructure
	Traffic Management/Studies
Protective Services	Change in Service Level for Fire Department or Bylaw Enforcement
	Municipal Emergency Plan
Recreation Service Area	Development of Trail, Park or Green Space
	Public Facility Development or Closure
	Facility or Recreation Master Plan
Economic/Community Development	As directed by Council



Birch Hills County Spectrum of Engagement

Type of Engagement	Inform	Consult	Involve
Goal	Provide public with balanced, objective information to assist them in understanding Council decisions within the context of the alternatives available.	To obtain feedback throughout the decision-making process, listen and respond to public concerns and incorporate public concerns into the decision-making process.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.
Description	<ul style="list-style-type: none"> <input type="checkbox"/> Decision is routine and part of normal operations <input type="checkbox"/> Disclosure is required by law <input type="checkbox"/> An urgent need exists to respond to the public <input type="checkbox"/> An employee is acting within their legal authority 	<ul style="list-style-type: none"> <input type="checkbox"/> Public notification and input is required <input type="checkbox"/> The decision is a known concern to other parties <input type="checkbox"/> The decision will affect the lifestyle or habits of citizens <input type="checkbox"/> There is perceived risk associated with the decision <input type="checkbox"/> Council or Administration request public input 	<ul style="list-style-type: none"> <input type="checkbox"/> Council is at an impasse on a strategically important decisions <input type="checkbox"/> An issue is considered important enough for the future of the County and beyond the mandate of the current Council <input type="checkbox"/> Council wishes more community involvement
Process/Tools	<ul style="list-style-type: none"> <input type="checkbox"/> Newspaper <input type="checkbox"/> Website <input type="checkbox"/> Social Media <input type="checkbox"/> Radio <input type="checkbox"/> Letters <input type="checkbox"/> Flyers <input type="checkbox"/> Signs <input type="checkbox"/> Tax Notice Stuffers <input type="checkbox"/> Direct Mail 	<ul style="list-style-type: none"> <input type="checkbox"/> Telephone Survey <input type="checkbox"/> Online Survey <input type="checkbox"/> Mailed/Published Survey <input type="checkbox"/> Workshop <input type="checkbox"/> Open House <input type="checkbox"/> Public Hearing <input type="checkbox"/> Council Meeting 	<ul style="list-style-type: none"> <input type="checkbox"/> Newspapers <input type="checkbox"/> Website <input type="checkbox"/> Social Media <input type="checkbox"/> Community Workshops <input type="checkbox"/> Open Houses