

## 1.0 CALL TO ORDER

### OFFICIAL NOTICE FOR SPECIAL COUNCIL MEETING

As per MGA s.194(1)(a) the Reeve may call a special council meeting whenever he considers it appropriate to do so, and as per MGA s.194(3)

- Meeting request was emailed to all Councillors on July 20, 2026
- Posted at County Office and on County website at least 24 hours prior to meeting date (posted July 28, 2026).

## 2.0 APPROVAL OF AGENDA

## 3.0 ACTION ITEMS:

### 3.1 IN-CAMERA

**CAO 2025 PERFORMANCE EVALUATION – ATIA s.22 – Confidential Evaluation**

(Materials previously provided)

### 3.2 COUNCIL OUTREACH OPPORTUNITIES

Administration recommends that Council discuss goals for elected official outreach and how they would like to proceed.

[Schedule A](#)

## 4.0 ADJOURNMENT



# REQUEST FOR DECISION

JULY 31, 2026

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**TO: COUNCIL**

**RE: COUNCIL OUTREACH OPPORTUNITIES**

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**ISSUE:**

Resolution 2026-249 from July 7, 2026, directed Administration to schedule a Special Meeting of Council to discuss community outreach opportunities for Council.

**BACKGROUND:**

- Corporate Communications Plan outlines the annual/recurring events offered by the County to support community outreach and public engagement. Events include, but are not limited to the following:
  - April/May - Rural Living Expo & Appreciation Dinner (includes “Council’s Coffee Corner”)
  - May/June – Fly-In Breakfast (cancelled in 2026)
  - July/August – County Tour
  - August – Budget Survey & Budget Open House
  - September/October – LIFT Business Conference
- 2026 Operating Budget includes the following:
  - 11-00-00 Council & Legislative General – 2-2290 Public Relations Expense **\$1,700**
- AD-006 Public Participation Policy – last approved by Council on September 5, 2023; next review is scheduled for 2027

**ANALYSIS:**

- Every municipality must establish a Public Participation Policy in accordance with MGA s. 216(1)
- Public participation and public engagement undertaken by the County follows the AD-006 Public Participation Policy (attached for reference).
- Elected officials meeting with residents (including time and mileage) is considered as part of their regular duties and is compensated for under the monthly base salary as per HR-001 Elected Official Remuneration Policy.
- Meetings with 4 or more elected officials in attendance would be considered a Council meeting unless it is a social event, if not, it would then also require an agenda, minutes, etc. to follow proper protocols.
- 2026 Operating Budget includes \$1,700 to be used at Council’s discretion for the purpose of public relations or outreach within the County of Barrhead.

**STRATEGIC ALIGNMENT:**

Council's consideration of opportunities for Outreach aligns with the County's 2022 – 2026 Strategic Plan as follows:

**PILLAR            4 Governance & Leadership**

***Outcome***        *4 Council is transparent & accountable.*

Goal                4.2 County demonstrates open & accountable government.

Strategy           4.2.1 Council has the tools and information necessary to make informed decisions which are shared publicly.

**ADMINISTRATION RECOMMENDS THAT:**

Council discuss goals for elected official outreach and how they would like to proceed.

**Policy Title:** Public Participation

**Policy Number:** AD-006

**Functional Area:** ADMINISTRATION

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## PURPOSE

Public Participation Policy has been developed to recognize the value of public engagement and create opportunities for meaningful public participation in decisions that directly impact the public and to fulfill a legislative requirement.

## POLICY STATEMENT

County of Barrhead is committed to open, accountable, and responsive decision-making, which includes appropriate and timely levels of engagement with the public. Input from public engagement is used to inform decisions about policies, programs, services, and projects that could have an impact on residents and businesses in the County.

## SCOPE

This policy applies to all County public engagement processes as part of statutory, non-statutory and other proposed applications, plans, projects and studies that may have an impact on the public.

Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

## GUIDING PRINCIPLES

Councillors are elected to consider and promote the welfare and interest of the County as a whole. Facilitating public engagement for matters beyond those where public input is statutorily required enhances the decision-making process.

- a. Public Engagement is **PROACTIVE**: It is initiated early enough for participants to make informed decisions and impact the outcomes.
- b. Public Engagement **INCREASES UNDERSTANDING**: Mutual understanding is increased through active listening and 2-way interactions. Information presented is easily understood by the intended audience and ensures that the public feel heard and knows their input is valued.
- c. Public Engagement is **ACCOUNTABLE** and **TRANSPARENT**: Outcomes are measured, evaluated and reported in a timely manner.
- d. Public Engagement **BUILDS RELATIONSHIPS**: Through meaningful dialogue, local perspectives and community experiences can be explored.

## DEFINITIONS

In this policy,

- a) “Chief Administrative Officer” or “CAO” means the individual appointed by Council to the position of CAO or their designate
- b) “Public” means residents, businesses, associations, and other stakeholders who may have a vested interest whether statutory, legal or otherwise in the issue, project, plan, initiative or bylaw being proposed by County of Barrhead
- c) “Municipality” means the County of Barrhead No. 11
- d) “Non-Statutory Requirement” means a rule based on customs, precedents, or court decision and is not required under a provision of law.
- e) “Public Engagement” means an opportunity to bring people together to increase mutual understanding, gather information, exchange ideas, and/or solve problems with the goal of making informed decisions about County policies, programs, projects and services.
- f) “Public Engagement Plan” means a plan which identifies which public participation tools to be used to obtain public input in a particular circumstance.
- g) “Public Participation” means the process of 2-way communication with the goal of enhancing decision-making.
- h) “Statutory Requirement” means a requirement written into a law passed by the provincial or federal government.

## RESPONSIBILITIES

### 1. Council Responsibilities

- a) Council is required to:
  - i. review and approve Public Engagement Plans developed by the CAO in accordance with this Policy or as directed by Council;
  - ii. consider input obtained through public participation as part of their decision-making process;
  - iii. ensure appropriate resources are available to solicit public participation in accordance with this Policy;
  - iv. promote and support public engagement and actively participate as outlined in the Public Engagement Plan;
  - v. evaluate the effectiveness of the Public Participation Plans and Public Participation Policy;

## 2. Administration Responsibilities

### a) CAO is required to:

- i. in accordance with this Policy or as directed by Council, develop Public Engagement Plans, and/or conduct public engagement for County initiatives that are appropriate for the type, scale and nature of each project/initiative;
- ii. implement Public Engagement Plans;
- iii. report the findings of the public participation to Council;
- iv. develop the necessary procedures to implement the Public Participation Policy;
- v. monitor and evaluate the Public Participation Policy and make recommendations to Council about the public participation and resourcing;

## 3. Public Responsibilities

- a) Participate in the public engagement process and use the process to provide input.

# EXPECTATIONS

## 1. Legislative & Policy Implications

- a) 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 provincial or federal statutory requirements for public participation.
- b) All public engagement will be undertaken in accordance with all existing municipal policies.
- c) This Policy shall be available for public inspection and may be posted to the County's website.

## 2. Public Participation Opportunities

- a) County shall offer public participation opportunities when fulfilling a legislated or regulated requirement.
- b) County may offer public participation opportunities when:
  - i. Identifying Council priorities
  - ii. Formulating recommendations to Council regarding proposed plans and budgets
  - iii. Gathering community input following the presentation of proposed plans and budgets
  - iv. Reviewing existing programs, services and associated service levels
  - v. Establishing new programs, services or service levels,
  - vi. Responding to a community-initiated request, or
  - vii. Otherwise deemed necessary by Council or CAO.

### 3. Public Engagement Strategies

Public engagement strategies (Appendix A) give guidance to the County in determining the appropriate level of engagement. The levels represent increasing degrees to which the public can impact the decision or outcome. Public engagement opportunities can be created using a variety of public engagement tools including, but not limited to:

- a) in-person participation which may include at-the-counter interactions, door- knocking, interviews, meetings, round-tables, town halls, open houses and workshops;
- b) digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
- c) written participation which may include written submissions, email, and mail- in surveys, polls and workbooks;
- d) representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

### 4. Reporting & Evaluation

- a) Information obtained in public participation shall be provided to Council.
- b) The report shall include, at minimum, the following:
  - i. an overview of the Public Participation Plan (if applicable) and how it was developed;
  - ii. an assessment of the effectiveness of the public engagement based on the level of engagement, the quality of input and resources allocated;
  - iii. a summary of the input obtained; and
  - iv. may include recommendations for future Public Engagement Plans or engagement strategies.
- c) County shall evaluate and learn from the feedback received from the public, as well as continuously look for new and better processes and tools that address the changing needs of the community.
- d) County will ensure the results of the public participation activities are publicly available, which includes posting them on the County website.

### 5. Public Participation Standards

- a) Public engagement activities will be conducted in a professional and respectful manner by all participants. Public members who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from public participation opportunities.
- b) Public participation plans may consider early, ongoing and diverse opportunities to provide input.
- c) Public are encouraged to meaningfully engage with the County, so their voices strengthen decisions, and their involvement helps to build a stronger community.

- d) Public are encouraged to increase their understanding and knowledge about local issues as well as their role in the County’s decision-making process, so they can participate meaningfully.

## REVIEW CYCLE

This Policy shall be reviewed at a minimum of every four (4) years.

## CROSS REFERENCE

*Public Participation Policy Regulation AR 193/2017*

*Municipal Government Act s.216(1) Public Participation Policy*

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|--------------|-----------------------------------|-------------------------|
| Effective:   | September 5, 2023                 |                         |
| Approved by: | Council                           | Resolution No: 2023-279 |
| Replaces:    | 11.24 Public Participation Policy |                         |
| Last Review: | N/A                               |                         |
| Next Review: | 2027                              |                         |

## Appendix A: Public Engagement Strategies

| Increasing Level of Public Participation                                                   |                                                                                                                                                                     |                                                                                                                                                                                     |                                                                                                                                                                                  |                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| INFORM                                                                                                                                                                        | CONSULT                                                                                                                                                             | INVOLVE                                                                                                                                                                             | COLLABORATE                                                                                                                                                                      | EMPOWER                                                                                                          |
| To provide balanced and objective information to assist the public in understanding the problem, alternatives, opportunities and/or solutions.                                | To obtain feedback to test ideas or concepts, clarify issues, identify possible solutions and/or decisions.                                                         | To work directly with the public to explore each other's perspectives, goals, plans, concerns, expectations, and possible solutions.                                                | To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.                            | To delegate some or all aspects of decision-making to the public.                                                |
| COMMITMENT TO STAKEHOLDERS                                                                                                                                                    |                                                                                                                                                                     |                                                                                                                                                                                     |                                                                                                                                                                                  |                                                                                                                  |
| We will keep you informed.                                                                                                                                                    | We will keep you informed, listen and acknowledge concerns and provide feedback on how public input influenced the decision.                                        | We will work with you to ensure your concerns and expectations are directly reflected in the alternatives developed and provide feedback on how your input influenced the decision. | We will work together, seek your advice and innovation in formulating solutions and incorporate your advice and recommendation into the decision to the maximum extent possible. | We will implement what you decide.                                                                               |
| ENGAGEMENT TOOLS                                                                                                                                                              |                                                                                                                                                                     |                                                                                                                                                                                     |                                                                                                                                                                                  |                                                                                                                  |
| <ul style="list-style-type: none"> <li>• Fact sheets</li> <li>• Website</li> <li>• Open house</li> <li>• Media</li> <li>• Face-to-face meetings</li> <li>• Reports</li> </ul> | <ul style="list-style-type: none"> <li>• Focus groups</li> <li>• Surveys</li> <li>• Feedback forms</li> <li>• Online comments</li> <li>• Public meetings</li> </ul> | <ul style="list-style-type: none"> <li>• Workshops</li> <li>• Polling</li> </ul>                                                                                                    | <ul style="list-style-type: none"> <li>• Advisory committees or boards</li> <li>• Consensus-building</li> <li>• Participatory decision-making</li> </ul>                         | <ul style="list-style-type: none"> <li>• Ballots</li> <li>• Plebiscites</li> <li>• Delegated decision</li> </ul> |

Adapted from Alberta Municipal Affairs, 2011; International Association of Public Participation 2006; and the Praxis Group, 2012