

## Appendix B: Public Involvement Plan Outline

Regional water planning councils will adopt a Public Involvement Plan based on the following template. The template establishes the basic public involvement activities to be undertaken by all regional water planning councils. It also provides for additional elements to be adopted at the discretion of individual water planning councils.

The Chair of the regional water planning council will use discretion in permitting additional public comment or adjusting to adapt to specific meeting timelines and constraints, so long as the intent and expectations described below are followed.

The regional water planning councils with assistance from regional water planning contractors should complete the following form, including specifying additional elements that may be identified by each council.

The regional water planning councils, assisted by their regional planning contractors, will follow the adopted Public Involvement Plan to provide opportunities for meaningful input from key stakeholders, the members of local government advisory body, and the general public.

### *Guiding principles*

The \_\_\_\_\_ regional water planning council recognizes the benefit and importance of providing opportunities for diverse input throughout the regional water planning process. The principles of the public input process are:

- Stakeholders and regional water planning council members will treat each other with respect and dignity;
- All participants will have an open mind and participate openly and honestly;
- The regional water planning process will continue with concurrent public comment throughout;
- EPD will provide public notice and take public comment on draft regional water plans after they are submitted;
- Stakeholder comments will be pertinent to the topic of the meeting at which they are expressed; and
- Input from the public, key stakeholders, and the members of the Local Government Advisory Body will be considered and incorporated in regional water planning council work products.

Regional water planning councils may add expectations to this list as deemed necessary.

**APPENDIX B Public Involvement Plan*****Key stakeholders***

The key stakeholders for the \_\_\_\_\_ water planning region are identified below. All members of the public will have opportunities for input, even if not specifically identified in this section.

- Local government officials – includes one representative from each city and county within the water planning region
- Neighboring regional water planning councils – water planning councils that share borders and/or water resources
- Regional Commissions – agencies supporting local and regional comprehensive planning
- Agriculture – includes water permit holders for agricultural applications
- Businesses – includes local businesses (this audience may be sub-divided into more specific categories)
- Industries – includes industrial water permit holders and municipally-supplied industrial facilities
- Forestry – includes owners of managed forest lands and the forest products industry
- Institutions/educational/schools – includes public and private schools as well as institutions
- Tourism – includes public and private organizations related to local travel and tourism
- Recreation – includes citizens and industry related to recreational water uses
- Environment – includes citizens, agencies, and groups focused on environmental protection
- Public – any citizen interested in the regional water planning process

Regional water planning councils may add key stakeholders to this list as deemed necessary. Other stakeholders:

***Procedural criteria***

Time will be provided at every regional water planning council meeting for input from stakeholders and the public. The procedural criteria are intended to ensure the public respects the regional water planning council's schedule constraints and the regional water planning council respects the public's opportunity to present relevant and different opinions. To facilitate a fair and efficient process, the \_\_\_\_\_ water planning council has adopted the following procedures for public comment.

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- All regional water planning council meetings will be open meetings
- Stakeholders will be provided an opportunity to provide comments pertinent to the topic of the meeting in which they are expressed
- Time will be provided at the \_\_\_\_\_ (such as, beginning/during/end) of all \_\_\_\_\_ regional water planning council meetings
- Provisions for written comments will be made at all regional water planning council meetings

The Chair of the regional water planning councils will use discretion to manage public comment under different circumstances in ways that enable the council to progress with its work and respect those who want to comment

Regional water planning councils may add to this list as deemed necessary. Other provisions:

***Meeting announcements***

All regional water planning council meetings will be open meetings, including at least a 24-hour notice of any meetings. The following provisions will be made for all planning council meetings to inform the public of upcoming meetings.

- Posted on the \_\_\_\_\_ regional water planning council website with a meeting agenda or summary of topics to be covered, meeting time, and meeting address
- Posted at the meeting location with a meeting agenda or summary of topics to be covered, meeting time, and meeting address
- Meeting summaries will be posted on the \_\_\_\_\_ regional water planning council website

Regional water planning councils may add to this list as deemed necessary. Other provisions:

**APPENDIX B Public Involvement Plan*****Stakeholder and public comment opportunities***

Specific opportunities during the regional water planning process for stakeholder and public input include but are not limited to the following.

- Meetings of the \_\_\_\_\_ regional water planning council
- \_\_\_\_\_ regional water planning council website (documents will be posted periodically with timeframes for comment and mechanisms for comment clearly stated)
- Letters may be mailed to EPD
- Emails to the regional water planning council and/or EPD
- EPD public notice period for the resource assessments
- EPD public notice period on the draft regional water plans

Regional water planning councils may use their discretion to permit additional stakeholder and public comment opportunities, as deemed appropriate. Other provisions:

***Local government officials***

Much of the implementation of the regional water plans is the responsibility of local governments; therefore input will be sought from the local government officials on the following specific topics.

- Regional population, economic and employment forecasts
- Fiscal implications of water management practices
- Draft regional water plan

The regional water planning council and local government officials should identify proper communication pathways. The following actions are intended to coordinate activities of the local government officials with the regional water planning councils.

- Local government officials will be provided an opportunity at the (beginning, during, end) of the regional water planning council meetings to comment on the regional water planning process and items on the meeting agenda
- Local government officials may provide written comments to the regional water planning council, as needed.

Regional water planning councils may add to this list as deemed necessary. Other provisions:

### *Other regional water planning councils*

In order to plan and coordinate the use and protection of shared water resources, the regional water planning council will coordinate with adjacent and hydrologically-connected councils throughout the regional water planning process. EPD will convene some meetings to discuss shared water resources, such as on the current resource assessments. The regional water planning councils will use the following communication pathways to coordinate with adjacent regional water planning councils.

- Members of the regional water planning council will attend shared resource meetings and other joint meetings
- At the discretion of the Chair, an opportunity may be provided at regional water planning council meetings for announcements or progress reports from adjacent regional water planning councils

The Chair of the regional water planning councils may use their discretion to provide additional coordination with adjacent regional water planning councils, as deemed appropriate.

Regional water planning councils may add to this list as deemed necessary. Other provisions:

### *Review and consideration of public input*

The objective of this process is to gather relevant and diverse input to improve the quality of the recommended regional water plans. Once public comments are received from the public and key stakeholders the regional water planning council with the assistance of the regional planning contractor will consider and address these comments. Written comments and web comments will be summarized and provided to the regional water planning council members. Verbal comments will be summarized and included in meeting summaries.