

Town of Hinton Participatory Budget 2015 Rulebook



YOUR IDEAS! YOU DECIDE!

About this Rulebook

This booklet was developed by the Participatory Budget Advisory Committee (“PBAC”) for Participatory Budgeting in Hinton in 2015. The PBAC created these guidelines and rules to reflect the unique needs, issues and interests of Hinton.

The rulebook is only a starting point, and it remains a work in progress. Together we will continue to develop and improve the process as it unfolds in future years.

What is Participatory Budgeting?

Participatory Budgeting (“PB”) is a democratic process in which community members decide how to spend part of the Town budget. The process was first developed in Brazil in 1989, and there are now over 1,500 participatory budgets around the world, most at the local government level. PB gives community members with a direct say about how they want their tax dollars spent. PB gives ordinary people real decision-making power over real money.

Our Goals: Why PB?

Open Government	Allow residents a greater role in spending decisions, how PB works in the community, share information and inspire increased transparency in local government
Expand Civic Engagement	Engage more people in politics and the community
Develop New Community Leaders	Build the skills, knowledge and capacity of community members
Build Community	Inspire people to more deeply engage in their communities, work together for the good of the whole community and to create new networks and organizations
Make Public Spending More Equitable	Generate spending decisions that are fairer and reflect the entire community’s needs, so resources go where they are needed most



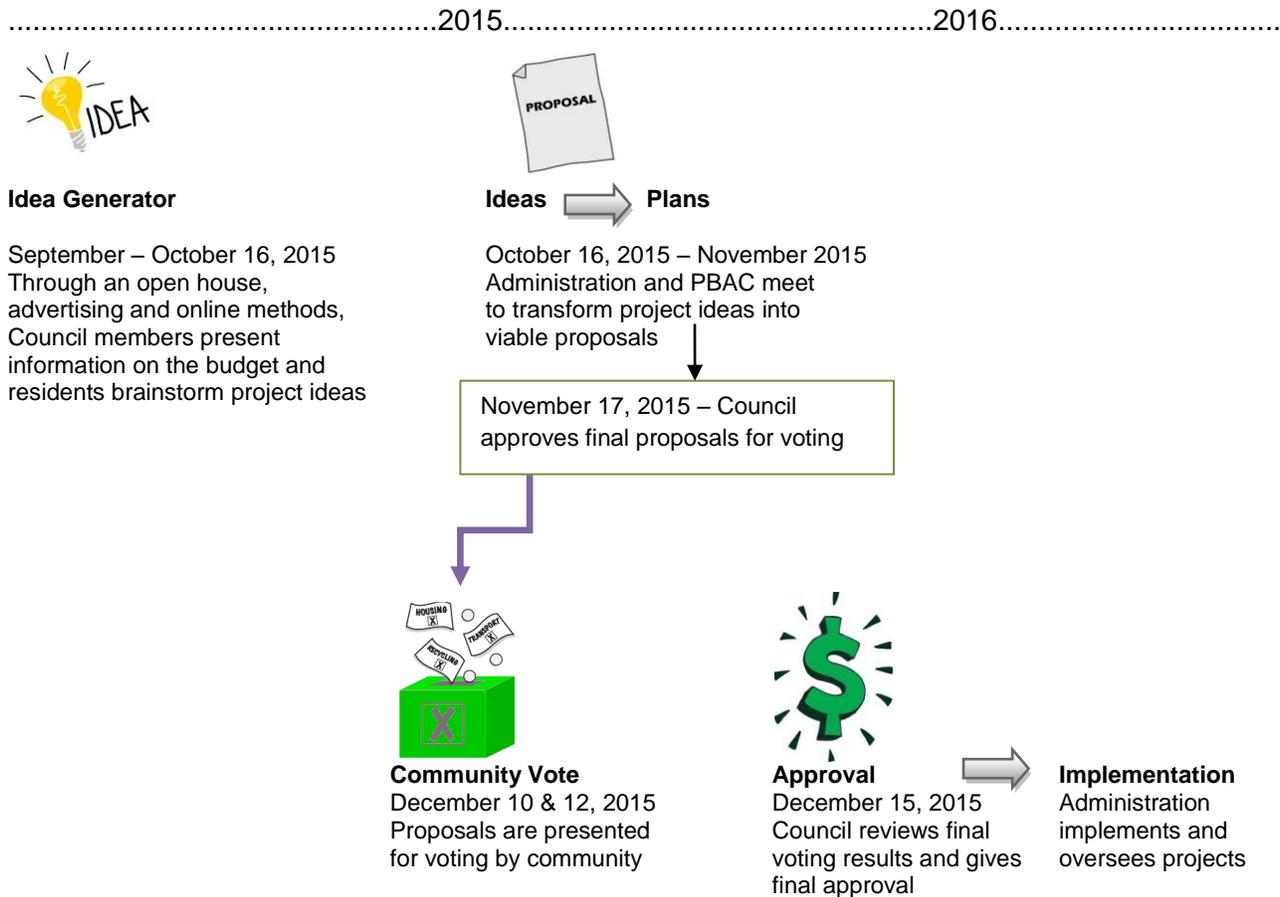
Residents in Hinton will decide how to spend \$100,000. These funds can be used for local improvements to infrastructure projects that benefit the public - parks, trails, Town programs (ie. recreation/FCSS/arts & culture), infrastructure (ie. accessibility ramps, benches, street lights) etc. The ideas that receive the most votes will be forwarded to Council for final approval and implementation.

Criteria for Submissions:

- *Cannot exceed total budget of \$100,000*
- *Benefit the public (no private or not-for-profit requests) by improving local infrastructure or support a Town program (open and accessible to public at large)*
- *One-time expenditures to be completed in 12 months (minimal on-going operating costs)*
- *Implemented by Town on public property or to support a Town program (control and ownership retained by Town)*

Timeline: What happens when?

The PB process involves a series of meetings that feed into the Town's annual budget cycle.



Rules: How does it work?

Collect Ideas: Community Events & Online

- Anyone is welcome to propose project ideas
- Ideas can be submitted online, via mail, email, at informal meetings, public events or meetings

All proposals will be reviewed by Town administration to ensure feasibility prior to voting. The project ideas will be turned into full proposals. The finalized proposals will be presented to the Hinton community for review prior to voting. The Hinton community will vote on which projects to fund. All winning proposals will be subject to Town Council approval.

- ✓ People can vote for projects or ideas if they live in Hinton or Yellowhead County (west of Obed) and are at least 14 years old
- ✓ Voting will be done by paper ballot
- ✓ Each voter may vote for up to three (3) projects or ideas (based on a weighting system) on a ballot
- ✓ Mark boxes clearly with an "X" or "√". Ballots marked with more than three (3) votes are invalid and will not be counted



What then: Evaluation, implementation & monitoring

The proposals that get the most votes are the ones that get funded. Funds will be distributed to the project with the most votes until the allocated amount has been depleted. If there is a tie for the last bit of funding, Council will decide how to resolve the tie.

If an approved project cannot be implemented for some reason, the funds allocated to it are awarded to the unfunded project with the next most votes. If this project still cannot be funded, the money goes to the next highest vote getter that can be covered by the available funds.

Roles and Responsibilities: Who does what?

There is a role for everyone in participatory budgeting, but different people have different responsibilities. We encourage everyone to both participate and encourage others to participate.

Community Members

Anyone can participate, even if they only come to one event or only vote.

- Identify Town related opportunities/projects
- Propose project ideas
- Project champion may be requested to provide input and feedback on submitted proposal
- Provide feedback for the PB process
- Vote on project proposals, if they are at least 14 years old and live in the district



Town Administration

Town administration does the extra work to turn resident ideas into real proposals.

- Provide Advisory Committee with relevant background information on proposals
- Assess feasibility of project proposals
- Offer feedback on proposals
- Work with project champions to make desired projects feasible within Town guidelines
- Implement winning projects
- Assist Advisory Committee in program development, process, review and implementation

PB Advisory Committee

Community members who help to make the PB program a success

- Design and guide the PB process
- Attend PB events and meetings
- Promote the PB process through social media and other networks using protocol agreed upon by the advisory committee
- Review and provide input on project ideas during screening process
- Evaluate and revise the rules of the PB process

Council Members

- Allow residents to decide how to spend \$100,000 and deliver final budget priorities
- Designate a staff person to coordinate PB in collaboration with the Advisory Committee
- Participate in the Advisory Committee and assist with their responsibilities
- Provide information on the budget funds and past spending



To find out more:

Participatory Budgeting in Hinton

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