

Public Participation Policy #VOH-2024-534

Whereas public participation and feedback are considered integral components in effective governance, and whereas stakeholder consultation is considered a vital means of assuring that said governance is representative of public position and stewardship of public funds, the Council of the Village of Hughenden does hereby adopt the following policy governing same:

1. Information – Public Dissemination

- a) All approved minutes of regular, organizational and special Council and Assessment Review Board (ARB) meetings shall be posted on the Village's website in a timely manner and made available to ratepayers upon request.
- b) The most current audited financial statement of the Village shall be posted on the Village's website in a conspicuous place and copies be made available to ratepayers on request.
- c) Subject to the Freedom on Information and Protection of Privacy Act and the Personal Information Protection Act, information relative to the Village's tax and assessment rolls shall be made available to ratepayers upon request.
- d) All bylaws of the Village shall be made available to ratepayers upon request, and those considered of interest or import be Council and/or Administration shall be posted conspicuously on the Village's website.
- e) Agendas of all regular, organizational and special Council and ARB meetings shall be made available to attendees of same.
- f) Dates of all regular, organizational and special Council and ARB meetings shall be advertised in a manner compliant with statute and Council's direction, so as to encourage and facilitate public attendance at same.

2. Meetings – Public Participation

- a) Ratepayers shall be encouraged to attend all regular, special and organizational meetings of Council.
- b) Members of the public in attendance at public meetings, as noted above, shall be allowed to participate in same in accordance with the tenets of the Village's procedural bylaw.
- c) Pursuant to (b), above, members of the public shall not be unreasonably denied the opportunity to address Council.
- d) Written communications from ratepayers or other correspondents shall be included in a dedicated section of the next regular meeting agenda package following its receipt, and shall thenceforth become a matter of public record.
- e) Council shall endeavor to regard, consider and apply feedback garnered as per this section as it deems reasonable and appropriate.

3. Stakeholder Consultation

- a) The Village, shall, in all instances, consult, advertise and otherwise propagate to and receive from the public at large any information necessary to meet or facilitate compliance with its statutory requirements in the conduct of its business.
- b) Council shall, in matters deemed of general interest and/or import to the municipality and its residents, including but not necessarily consisting of or limited to large scale developments, area structure plans, public infrastructure projects, fundamental changes to taxation structures or fee schedules and/or changes to program delivery, take extraordinary measures transcending its statutory obligations as noted in (a), above, for the purpose of soliciting public input concerning same.
- c) The Process pursuant to (b), above, may consist of advertised public meetings, open houses, and/or town hall meetings in various locations, as dictated by circumstance, situations and other factors Council deems relevant and/or expedient.

4. Communications

- a) The Village shall have and maintain a website, where it will endeavor to post information as required by statute, policy and Council direction and in keeping with a general commitment to open, transparent and effective governance.
- b) The Village shall endeavor to communicate, by public advertisement, matters which are deemed by Council and/or Administration of interest either generally or specifically.
- c) The Village and its representatives shall endeavor to respond to all reasonable inquiries for information from the public in a timely and professional manner.

