

Summer Village of Bondiss Public Participation Policy

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

1. Information – Public Dissemination

- a) All approved minutes of regular, organizational and special Council meetings shall be posted on the Summer Village website in a timely manner and made available to ratepayers upon request.
- b) The most current audited financial statement of the Summer Village shall be posted on the website and copies shall be made available to ratepayers on request.
- c) Subject to the *Freedom of Information and Protection of Privacy Act* and the *Personal Information Protection Act*, information relative to the Summer Village's tax and assessment rolls shall be made available to ratepayers upon request.
- d) Bylaws, policies, and procedures of the Summer Village shall be made available to ratepayers upon request, and those considered of interest or importance by Council and/or Administration may be posted conspicuously on the Summer Village's website.
- e) Agendas of all regular, organizational, and special Council and SDAB meetings shall be made available to attendees of same.
- f) Dates of all regular, organizational, and special Council and SDAB meetings shall be advertised in a manner compliant with statute and Council's direction, to encourage and facilitate public attendance at same.
- g) Summaries of the minutes of public meetings may be provided to local newspapers upon request, which shall be made available to ratepayers as per Summer Village policy as required or amended from time to time.

2. Meetings – Public Participation

- a) Ratepayers shall be encouraged to attend 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 Summer Village's procedural bylaw and/or Provincial Statutes.
- 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 may 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. Any Communication for addition to the agenda must be received by the CAO at least seven (7) days prior to the meeting date.
- 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 Summer 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 importance 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.

- d) Council shall endeavor to hold an annual information meeting once per year, in the month of July, for the purpose of providing generalized financial and operational information to ratepayers. There will be no formal minutes taken.
- e) Pursuant to (d) above, Matters brought forward to members of Council that require further study or action may be referred to be put on the agenda of the next regular council meeting by the members of Council.

4. Communications

- a) The Summer 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 Summer Village shall have and maintain a mapping system, which shall display at no charge all registered titular instruments and all allowable information pertaining to individual parcels and instruments.
- c) The Summer Village shall endeavor to communicate, in accordance with the Summer Village Public Notification Bylaw, matters which are deemed by Council and/or Administration of interest either generally or specifically.
- d) The Summer Village and its representatives shall endeavor to respond to all reasonable inquiries for information from the public in a timely and professional manner.
- e) Citizens communicating verbally with any member of Council is general in nature and will not receive a formal municipal response unless specifically requested in writing.
- f) Citizens communicating with any single member of Council in writing is general in nature and will not receive a formal municipal response unless specifically requested in writing, or unless the member of Council puts the matter before Council on a Council meeting agenda.

- g) Citizens requesting action from the municipality or wishing to ensure their communication is addressed formally by all of Council should send their communication to the CAO's office addressed to all of Council, which will then be shared with all of council by the CAO. Any communication in writing addressed to all members of Council may be added to a Council agenda so that Council can formally deal with the matter.

5. Community Contact information

- a) As a member of this community, it is your responsibility to help ensure effective communication between yourself and the Summer Village therefore,
- b) All community members must strive to keep their contact information up to date with the CAO's office. This will ensure that all communication from the Summer Village will be received in a timely manner by each member.

SUMMER VILLAGE OF BONDISS

April Clark, Mayor

Ed Tomaszuk, CAO