



## **Public Participation Procedures for Memphremagog Basin Water Quality Council**

### **Vermont Housing & Conservation Board (VHCB)**

**Enacted: August 23<sup>rd</sup>, 2022**

The purpose of this document is to outline the process by which the public can both access information and provide input on Clean Water Service Provider (CWSP) and Basin Water Quality Council (BWQC) activities, meetings, and actions.

The CWSP shall comply with the Vermont Open Meeting Law for all BWQC meetings.

The CWSP shall comply with public records law for all CWSP and BWQC activities.

#### **Public Notification**

Information on CWSP activities, including BWQC meeting times, locations, meeting agendas and minutes, can be found online at:

<https://vhcb.org/our-programs/conservation/memphremagog-basin-clean-water-service-provider>

All BWQC meeting will be warned with date, time, location, and agenda no less than two (2) days in advance.

The CWSP will compile an email listserv and will send out notice of meetings directly to all interested parties.

All BWQC meeting minutes will be posted on the website in draft form within five (5) days following the meeting.

Meeting minutes will be adopted at the next BWQC meeting and adopted meeting minutes will be posted on the website within five (5) days following adoption.

BWQC meeting minutes will include, at minimum:

- all members of the public body present
- all other active participants in the meeting
- all motions, proposals, and resolutions made, offered, and considered, and what disposition is made of same; and
- the results of any votes, with a record of the individual vote of each member if a roll call is taken

Notice of available funding will be posted the CWSP website. VHCB staff will be available for phone, email, or in person assistance with applications.

All funded projects will be listed on the CWSP website as well as in the Vermont Department of Environmental Conservation Clean Water Projects Database.



## **Public Involvement**

The CWSP shall promote public participation in an open, collaborative, and transparent process for identifying and selecting clean water projects, with specific consideration and reasonable accommodations given to minority, limited English proficiency, and socioeconomically disadvantaged communities and stakeholders

## **Public Access**

Public facing materials will be written in plain English, with adequate explanation of technical terms. Upon request, reasonable accommodations will be made to translate documents into French for Quebec stakeholders.

CWSP and BWQC documents will primarily be available online. Hard copies can be made available upon request.

## **Non-discrimination and Reasonable Accommodation Policies**

The CWSP shall comply with the Agency's nondiscrimination policy and public accommodation requirements per 9 V.S.A. §§4500-4507

In accordance with all applicable federal and state laws and regulations, the CWSP and BWQC supports an environment free from discrimination, and is an equal opportunity employer. The CWSP and the members of the BWQC prohibit discrimination against and harassment of any member, individual, or any applicant because of race, color, national origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal or state law. As required by state and federal law, the CWSP will make reasonable accommodation for a qualified individual with a disability.

Consistent with the ADA and Vermont's Fair Employment Practices Act, it is the policy of the CWSP and members of the BWQC, upon request, to provide reasonable accommodation to the physical or mental limitation of an otherwise individual or applicant with a disability in order for the individual or applicant to perform the function of the position, unless such accommodation would cause undue hardship to the CWSP or members of the BWQC. The policy regarding reasonable accommodation applies to all aspects of engagement in CWSP and BWQC activities, including the application process. An individual who requests reasonable accommodation may be asked to provide medical documentation of his or her disability and the types of reasonable accommodation that may be effective for him or her.