



TOWN OF WAINWRIGHT

Policy Number: 02-26

Date of Issue: November 19th, 2002

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Motion Number: 2002-433

Policy Subject/Title: PUBLIC NOTICE OF SPECIAL COUNCIL OR COUNCIL COMMITTEE MEETINGS

Signature of Approval by Authorized Personnel:


Ray Poulin, Municipal Administrator

Supersedes: February 21st, 1995
Date of Last Update

Motion #1995-76
Title & No. of Previous Policy if Applicable

POLICY STATEMENT:

The purpose of this policy is to establish a policy for providing public notification of special Council and Council committee meetings.

PROCEDURES:

The date, time and location of special Council and Council committee meetings shall be posted at least twenty-four (24) hours in advance on the bulletin board located in the main foyer of the Town Office for the public to view. A portion of the bulletin board shall be made available for posting the notifications and it shall be the responsibility of the Municipal Administrator to designate a staff member to ensure that the upcoming meetings are posted.

Council committee meetings shall include the following:

STANDING COMMITTEES

Finance & Administration
Transportation & Utilities
Recreation, Parks & Cemetery
Property, Planning & Development
Public Health, Welfare & Environmental Health Services
Protective Services, Bylaws, Airport & Disaster Services

SUB-COMMITTEES

Municipal Planning Commission
Subdivision & Development Appeal Board
Assessment Review Board
Parks & Recreation Board
Municipal School Reserve Committee

References for this policy includes the following sections from the Municipal Government Act:

193(2) Notice of regularly scheduled meetings need not be given.

194(3) Special council meeting ... at least 24 hours notice ... and the public stating the purpose of the meeting and the date, time and place at which it is to be held.

195(b) The municipality must give at least 24 hours' notice of a council committee meeting to the public.

196(2) Notice of a council or council committee meeting to the public is sufficient if the notice is given in a manner specified by council.

197(1) Council and council committees must conduct their meetings in public unless subsection (2) or (2.1) applies.

197(2) Councils and council committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.

197(2.1) A municipal planning commission, subdivision authority, development authority or subdivision and development appeal board established under Part 17 may deliberate and make its decisions in meetings closed to the public.

197(3) When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting held in public.