

SMOKY LAKE COUNTY



Title: Public Notice of Council and Council Committee Meetings	Policy No.: 04-02
Section: 01	Page No.: 1 of 1

Legislation Reference:	Municipal Government Act, Sections 193 – 196
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Purpose:	To provide procedures for public notice of Council and Council Committee Meetings.
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Policy Statement and Guidelines:

The Council of Smoky Lake County do hereby declare that Notice of Regular Council Meetings and Council Committee Meetings will be posted at least 24 hours' prior to the meeting on the Bulletin Board in the foyer of the Municipality's Administration Office.

A Special Meeting may be held with less than 24 hours' notice to all Councillors and without notice to the public if at least 2/3 of the whole Council agrees to this in writing before the beginning of the meeting.

The Chief Administrative Officer will prepare a public notice for each Council and Council Committee Meeting.

- The Notice will include:**
- the name of the body which is meeting
 - the date, time, location of the meeting
 - a general description of the purpose of the meeting
 - where to direct inquires regarding the meeting
 - the date of posting of the notice

In addition to the official notice, informal notice of a meeting may be provided through other types of media.

	Date	Resolution Number
Approved	January 26, 1995	# 175 - Page 5769
Amended	February 24, 2000	# 242 - Page 6793
Amended		

