

POLICY # LE 002
**NOTICE OF COUNCIL AND COMMITTEE
MEETINGS TO THE PUBLIC**

APPROVAL DATE:	May 1995	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	January 15, 2019	REVIEW DATE:	January 2024

POLICY STATEMENT

To provide notice to the Public as to the date, time and location of County of Vermilion River Council and Policy and Priority Committee Meetings.

BACKGROUND

As per Section 196(2) of the MGA, notice of a Council or Council Committee Meeting to the public is sufficient if the notice is given in a manner specified by Council.

OBJECTIVE

To establish the way by which the date, time and location of County Council and Policy and Priority Committee Meetings are advertised and communicated to the public.

SCOPE

INTERNAL STAKEHOLDERS	EXTERNAL STAKEHOLDERS
Council	Public
Administration	Ratepayers

DEFINITIONS

County is the County of Vermilion River.

MGA is the Municipal Government Act including amendments made thereto.

Organizational Meeting is the County of Vermilion River’s annual meeting at which the Reeve and Deputy Reeve are sworn in and meeting dates for the following year are selected.

Public is members of the general public.

Social Media is the County of Vermilion River Facebook page.

Special Council Meeting(s) are County of Vermilion River Council meetings scheduled to discuss emergent items outside of Council’s approved meeting schedule.

Special Policy and Priority Meeting(s) are County of Vermilion River Policy and Priority Committee meetings scheduled to discuss emergent items outside of Council’s approved meeting schedule.

GUIDING PRINCIPLES

- County Council and Policy and Priority Committee Meetings are scheduled for the following year at the annual Organizational Meeting each October.
- Notice to the public as to the date, time and location of County Council and Policy and Priority Committee Meetings is provided via advertisement on the County’s website as well as Social Media.
- The calendar of events on the County’s website is updated regularly to account for any additional Council Meetings or Policy and Priority Committee Meetings scheduled and approved by Council throughout the year.
- The day prior to a County Council or Policy and Priority Committee Meeting, a reminder post of the upcoming meeting is publicized on Social Media.

ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Executive Secretary
IMPLEMENTING POLICY	Council
COMMUNICATING POLICY	Chief Administrative Officer

EXCEPTIONS

In the case of Special Council Meeting or Special Policy and Priority Committee Meeting, a written notice is posted on the bulletin board in the main foyer of the County administration office in addition to being advertised via Social Media and on the County website. Notices for Special Council Meetings and Special Policy and Priority Committee Meetings are posted no less than twenty four (24) hours prior to the Council or Policy and Priority Committee Meeting.