

**LEGISLATIVE**

**POLICY 1-02**

NOTIFICATION OF COUNCIL AND COMMITTEE MEETINGS

**Authorization: August 20, 2004, Council Resolution**

**Authorization: August 27, 2009, Council Resolution**

**Authorization: August 13, 2014, Council Resolution**

**Policy:**

1. The Municipal Government Act, Chapter M26.1 of the Statutes of Alberta requires that 24 hours notice be given to Council and the public of all Council meetings and meetings of committees of Council.
2. Special Council meetings may be held with less than 24 hours notice if at least 2/3 of the whole Council agrees to this, in writing, before the beginning of the meeting.
3. Notice of a Council or Council Committee meeting is deemed to have been given to a Councillor or member of a Council Committee if the notice is delivered to an adult person at the Councillor's or member's home or place of business.
4. Notice of a Council or Council Committee meeting to the public is sufficient if the notice is given in a manner specified by Council.
5. Any changes in date or time of Council or Council Committee meetings will be advertised by the posting of a notice in the entrance to the Civic Centre. The notice shall be of sufficient size to be noticeable and easily read.
6. Council meetings shall be held at the Town of Onoway Council Chambers located at 4812-51 Street, Onoway, AB, unless otherwise agreed to by Council.

**Background:**

Council developed this policy to be in compliance with the Municipal Government Act.