



Policy Code: GA - 002

Notice of Council Meetings

CONTENTS

1. TITLE	3
2. POLICY STATEMENT	3
3. PURPOSE	3
4. SCOPE	3
5. OBJECTIVE	3
6. POLICY DETAILS	3-4
7. ROLES AND RESPONSIBILITIES	4
8. MONITORING, EVALUATION AND REVIEW	4
9. DEFINITIONS AND ABBREVIATIONS	4

REVISION RECORD

Date	Version	Revision description
October 27 th 2004	1	Original Notice of Council Meetings Policy A.1
December 10 th 2007	2	Revised Notice of Council Meetings
August 16 th 2011	3	Redone Notice of Council Meetings
April 19, 2016	4	Reviewed and Revised Notice of Council Meetings
December 17, 2020	5	Policy GA – 002 replaces Policy No. 1202

1. TITLE:

1.1 Notice of Council Meeting Policy

2. POLICY STATEMENT:

- 2.1 All Village of Heisler Council meeting dates and times will appear in the Village newsletter and be posted on the Village Office door.**

3. PURPOSE:

- 3.1 To ensure that all rate payers and the general public are aware of council meetings, and by extension, the various issues facing the Village of Heisler, this policy will give the Administration Department of the Village of Heisler direction on ways to reach as many members of the general public as possible.**

4. SCOPE:

- 4.1 The scope of this policy can include but is not limited to: staff, rate payers, community groups, organizations and institutions.**

5. OBJECTIVES:

- 5.1 The Objective of this policy is to ensure that the ideas presented in the Purpose of this Policy will be upheld.**

6. POLICY DETAILS:

- 6.1 Every Council Meeting must be advertised within the Village of Heisler's monthly newsletter.**
- 6.2 A Sign must appear on the Village door at least 24 (twenty-four) hours prior to a scheduled meeting.**
- 6.3 A meeting time may only change prior to 24 (twenty-four) hours**

from the scheduled meeting time,

6.3.1 If due to unforeseen circumstance, a meeting will not reach quorum and it is after the 24 (twenty-four) hour buffer described above, then the meeting must occur where the only issue discussed is a future meeting time.

6.4 All Council meetings are open to the public.

7. ROLES AND RESPONSIBILITIES:

7.1 It is the role of the Administration Department of the Village of Heisler to uphold this policy.

7.2 It is the role of the Heisler Village Council to schedule regular meetings that all Councillors can attend, as well as the general public.

7.3 It is the role of the Administration Department of the Village of Heisler to advertise the time and place of all regular council meetings.

8. MONITORING, EVALUATION AND REVIEW:

8.1 The monitoring, evaluation and review of this policy is the responsibility of the Administration Department of the Village of Heisler.

9. DEFINITIONS AND ABBREVIATIONS:

9.1 All Definitions are subject to those found within the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26.



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Council Approved: December 17, 2020

Responsibility: Administration

Next Review Date: December 17, 2023

Motion # _____