

TOWN OF PINCHER CREEK

Approved by: Council	Date: April 10, 1995	Policy Number: 111- 12
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Reference: Res: #95-165	Revision Date/by: May 28, 2012
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Title:	NOTICE OF MEETINGS
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Policy Statement

The Town of Pincher Creek will give notice of Council, Special Council Meetings and Council Committee meetings to council members and to the public.

1. Definitions

- 1.1 COUNCIL COMMITTEE means a committee, board or other body established by council under the Municipal Government Act.
- 1.2 COUNCIL MEETING means a regularly scheduled meeting of the elected officials of the Town of Pincher Creek as determined at the Organizational Meeting.
- 1.3 SPECIAL COUNCIL AND COUNCIL COMMITTEE MEETINGS means meeting held on a date other than those dates as determined at the Organizational Meeting.
- 1.4 ORGANIZATIONAL MEETING means a meeting of the elected officials of the Town of Pincher Creek, held not later than two weeks after the third Monday in October for the purpose of setting dates, times and places for the holding of meetings and appointing members of Council and the public to Council Committees.

2. Responsibilities

- 2.1 Administrative Manager to:
 - 2.1.1 Within 24 hours prior to holding a Special Council Committee meeting, give notice to the members of the Council Committee and to the public.

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2. Responsibilities ... cont'd

2.1.2 If a Special Council Meeting is called within 24 hours prior to the meeting, give notice to each Councillor and the public stating the purpose of the meeting, date, time and the place the meeting is to be held.

2.1.3 After the holding of the Organizational meeting of Council during the present year, give notice to the Councillors and the public stating the dates, times and place of regular Council and Council Committee Meetings to be held for the following year.

3. Method of Notice

3.1 Notice of regular Council and Council Committee meetings shall be advertised in a local newspaper at the beginning of the year and posted on the bulletin board in the Town Office, listing the dates, times and place meetings are to be held.

3.2 Notice of Special Council and Council Committee meetings shall be posted on the bulletin board in the Town Office.

3.3 Council members shall be telephoned as per section 2.1.2 and/or a written notice shall be hand delivered to their residence or E-mail service.

4. End of Policy