

P O L I C Y



Department COUNTY COUNCIL	Policy No. CC(6)	Page 1 of 1
Policy Title PUBLIC NOTICE OF COUNCIL AND COUNCIL COMMITTEE MEETINGS		

Council Resolution No. C/220/07	Date: April 12, 2007	Cross Reference C/457/98	Effective April 12, 2007
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Policy Statement:

Lacombe County recognizes that notification of Council and Council Committee meetings must be provided to the public in a manner specified by Council.

Guidelines/Procedure:

The County Commissioner will prepare a Public Notice for each Council and Council Committee meeting. The Public Notice will contain the following information:

1. The name of the body (Council or Council Committee) which is meeting;
2. The purpose of the meeting (Special Council meetings only);
3. The date, time and location of the meeting;
4. Where to direct inquiries regarding the meeting; and
5. The date of posting of the Public Notice.

Notice of Council and Council Committee meetings will be posted in the central foyer of the County Administration Building at least 24 hours in advance of the meeting. Notice of meetings will also be posted on the Lacombe County website and published in the *County News*.

A Special Council meeting may be held with less than 24 hours notice to the public if at least 2/3 of the whole Council agrees to this in writing before the beginning of the meeting.