

**TOWN OF FORT NELSON
FORT NELSON-LIARD REGIONAL DISTRICT
POLICY & PROCEDURE MANUAL**

1100-01 - CALLING OF OFFICIAL MEETINGS

Background

On occasion 'informal' meeting of the Town Council, Regional Board or the various Committees have been called to discuss policy or strategic planning. Because these meetings are 'informal' and not properly constituted, minutes were not taken and any decisions made at such meetings were not ratified by formal resolution. To avoid the confusion and misconceptions occasionally caused by such meetings the Council/Board proposed the following policy.

Policy/Objective

That all Council and Committee meetings are to be called pursuant to the Procedure Bylaws and the Municipal Act and that no further 'informal' Committee meetings will be called in order to discuss Council policy or strategic planning and further that all discussions regarding same are to be held at properly constituted meetings of which all Council Members have knowledge and an opportunity to take part.

Implementation

The Chairman, or Members of the Town Council, Regional Board or one of the Committees (under the provisions of the Municipal Act and the Procedure Bylaws) will ask the Deputy Clerk to make arrangements for the proposed meeting. The Deputy Clerk will ensure that all members are contacted and a Notice of the Meeting is posted pursuant to the provisions of the Municipal Act and the Procedure Bylaws.

<i>Policy Section: 1000</i>	<i>Administration Services</i>
<i>Subject: 1100-01</i>	<i>Calling of Official Meetings</i>
<i>Prepared by: S. Blakely</i>	<i>Approved by Mgmt Team: 04/24/97</i>
<i>By Administrator:</i>	<i>By Council/Board: Oct 27, 1997</i>
<i>Revision Date: Sept 29, 1997</i>	<i>Page 1 of 1</i>