

GOV-001 Town of Viking Governance Policy

Council Meetings

Date Approved:	May 6, 2019	Resolution No:	2019-137
Next Review Date:	May 6, 2022	Replaces:	<Insert #>

Policy Statement

PURPOSE

To establish a policy that sets up a schedule of regular council meetings and rules concerning calling special council meetings and council committee meetings.

DEFINITIONS

"Regular Council Meetings" means meetings of Council regularly scheduled to deal with municipal business (MGA 193).

"Special Council Meetings" means meetings called by the Mayor or the Chief Administrative Officer acting upon instruction of Council or a majority of Council to deal with specific items that cannot wait until the next regular meeting of Council and includes Public Hearings not scheduled on a regular Council meeting date (MGA 194).

"Committee Meetings" means meetings of Committees that are appointed by Council and open to the public (MGA 195).

POLICY

1. The Town of Viking regular Council Meetings will be held on the 1st and 3rd Monday of each month.
2. The Town of Viking regular Council Meetings will be held at 5:30 p.m.
3. A special Council meeting can be called based on the procedures outlined in the Municipal Government Act.
4. Council may establish terms of reference for a committee and or ad -hoc group to review issues and make recommendations to Council.
5. All scheduled Council meetings, special meetings and committee meetings dates and times will be posted in the Town Office and posted on the Town of Viking website when time permits.
6. All meetings are open to the general public.

IMPLEMENTATION

1. This policy shall be posted on the website.
2. After each organizational meeting, all Council meetings and Committee meetings for the year shall be posted on the website.
3. Citizens or interest groups wishing to address Council shall schedule a meeting time with CAO one week prior to Council meeting.
4. All former policies relating to this section are hereby repealed.

Mayor





CAO