

# **TOWN OF VULCAN**

## **Policy Manual**

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
<b>A-18</b>			<b>Regular Council Meeting Schedule</b>
Approval	D/M/Y	Resolution #	
<b>Amended</b>	<b>27/02/17</b>	<b>17.085</b>	
<b>Amended</b>	<b>26/10/20</b>	<b>20.284</b>	

### **STATEMENT:**

**The Town of Vulcan requires a policy to formalize a process for scheduling regular meetings for conducting the business of Town Council.**

#### **1. Policy**

- 1.1** All Regular Meetings of the Council of the Town of Vulcan shall be held in the Town Council Chambers, located at 321 2nd Street South, unless otherwise agreed to by a majority of Council.
- 1.2** Regular meetings of Council shall be held on the second and fourth Mondays of each month, except for the months of August, and December, which shall be held on the second Monday only of these months. When a Statutory Holiday falls on a Monday, the Council meeting will be moved to the Tuesday following.
- 1.3** Regular meetings of Council shall commence at 7:00 p.m. and adjourn at 11:00 p.m., if in session at that hour, unless otherwise determined by a unanimous vote of the members present. Such a motion, passed either while in Council or in Committee, may extend the time of adjournment to no later than 12:00 o'clock midnight.
- 1.4** In accordance with the Municipal Government Act, the public has the right to be present at all regular meetings of Council.
- 1.5** Notice of all Council meetings shall be placed in the public area of the Town of Vulcan's Administration Building. The Town shall also advertise all Council meetings on the Town of Vulcan website. This shall constitute notification to the public.
- 1.6** Council through resolution may cancel meetings in the manner as prescribed by the Municipal Government Act.

**- END OF POLICY-**