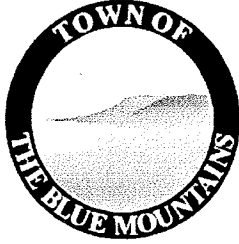


D.2

STAFF REPORT: Administration



REPORT TO: Council
 MEETING DATE: February 11, 2008
 REPORT NO.: CEDC.07.02
 SUBJECT: Public Meeting, Open House and
 Public Information Centre
 Notification Policy
 PREPARED BY: Lisa Kidd

A. Recommendations

That Council receive Policy and Procedures POL.A.07.01, "Public Meeting, Open House and Public Information Centre Notification Policy" for information purposes.

B. Background

The Town of The Blue Mountains requires a Meeting Notification Policy to ensure consistent meeting notification to Staff and Council as it relates to upcoming Public Meetings, Open Houses and Public Information Centres, or similar events. To that end, please see the attached Policy for Council's information.

C. The Blue Mountains' Strategic Plan (Statement(s) identifying how actions further the goals of the Strategic Plan)

Strategic Action 6.2 Encourage a positive team approach between Council and Staff and across departments
Strategic Action 6.3 Practice open and proactive communications

D. Budget Impact (cc: Treasury if required)

None.

E. Attached (Relevant documentation not personal information about an identifiable person)

1. Public Meeting, Open House and Public Information Centre Notification Policy POL.A.07.01.

Respectfully submitted,

Signature

TOWN OF THE BLUE MOUNTAINS

POLICY & PROCEDURES

Subject Title: Public Meeting, Open House and Public Information Centre Notification Policy

Corporate Policy (Approved by Council)

Policy Ref. No.: no

Administrative Policy (Approved by CAO)

By-law No.: N/A

Department Policy: (Approved by Mgr.)

Name of Dept.: Administration

Date Approved:

Staff Report: CEDC.07.02

Policy Statement

The Town of The Blue Mountains recognizes that communication within and across departments is paramount to the efficiency of the organization.

Purpose

The purpose of this policy is to ensure that Staff and Council are notified of Public Meetings, Open Houses, Public Information Centres or similar events in advance of public notification. It will ensure the Municipality presents itself as a well-organized Corporation and that Town Staff and Council are provided sufficient advance notice to field questions from the public at large relating to upcoming Public Meetings, Open Houses, Public Information Centres or similar events. As a result of this policy, Staff and Council will also receive notifications in a consistent manner across all departments.

Application

This policy applies to Staff persons responsible for organizing Open Houses, Public Meetings, Public Information Centres or similar events.

Definitions

None.

Procedures

All municipal departments responsible for municipal matters which involve community consultation in the form of a Public Meeting, Open House, Public Information Centre, or similar event, shall, coincidental with notification to the Public, send a **Microsoft Outlook Meeting Request** to all Council Members and relevant Staff. This **Meeting Request** shall include briefing notes and a copy of the Public Notice, on the said matter.

In the event whereby a Public Meeting is scheduled during a regularly scheduled Council Meeting, the Municipal Department may send notice in a standardized email or in paper form, in order to avoid any confusion with respect to 'conflicting meetings' within the Outlook Calendar. It is preferable that the notice be sent to Council before it is received by residents, in order to ensure that Council receives advance notice of the Meeting.

Exclusions

None.

References and Related Policies

None.

Consequences of Non-Compliance

Non-Compliant Employees will be referred to the Policy and Procedures POL.A.07.01.

Review Cycle

This policy will be reviewed annually / quarterly by the C.A.O. and Senior Management Team.

