

Lac La Biche County *Policy*

TITLE: Ward Open House

POLICY NO: GOV-11-016

RESOLUTION: 20.629

EFFECTIVE DATE: June 9, 2015

DEPARTMENT RESPONSIBLE: Legislative Services **NEXT REVIEW DATE:** August 31, 2023

POLICY STATEMENT:

In order to provide residents of Lac La Biche County the opportunity to express ideas and concerns about matters affecting the municipality, it is necessary for the County's Elected Officials to meet with constituents, on a periodical basis.

DEFINITIONS:

Elected Officials includes the Mayor and Councillors of Lac La Biche County.

Open House means informal gathering of residents for the purpose of providing an opportunity to meet their elected officials and to learn about issues of general interest to the ward or the County as a whole. These gatherings are those where notice is broadly provided, and the event is held at a location where the public is permitted to attend.

PRINCIPLES:

1. Through the annual budget, County Council may allocate funds to allow elected officials to host open houses. Budgets shall be allocated equally to elected officials.
2. Reasonable expenses incurred for hosting and advertising open houses may be reimbursed to the elected official, upon submission of the appropriate receipts. All expenses of this nature are subject to approved budgetary amounts.
3. Despite clause 2, open house expenses shall not be reimbursed:
 - a. In the case of a general election, after September 30 of the year before the general election until after the organizational meeting immediately following an election (this is an approximate 13-month period); and
 - b. In the case of a byelection, within the period of the vacancy being reported to Council until the results of the byelection become official (this is an approximate 100-day period).
4. Open houses are the responsibility of individual elected officials. For further clarity, this means elected officials are responsible for the overall planning, notice and preparation of the event, whereby support from County Administrative personnel is not provided. Further, attendance at the event by members of County Administration shall not be required.
5. Elected officials may choose to collaborate and host open houses with other elected officials. In these instances, the collaborating elected officials shall decide how the expenses are to be shared between their budgets and submit expenses accordingly.

6. This policy does not include events scheduled by Lac La Biche County for the purpose of encouraging public engagement on specific County initiatives, which may include the annual budget, economic development strategies, recreation plans, draft policies, etc. The provisions of the Public Participation Policy apply in these instances.

“Original Signed
Chief Administrative Officer

August 18, 2020
Date

“Original Signed
Mayor

August 18, 2020
Date

SPECIAL NOTES/CROSS REFERENCE: Previous policy number CS-11-016.

AMENDMENT DATE: August 11, 2020