

## TOWN OF HIGH PRAIRIE

<b>Policy Number</b> 39-2008	<b>Approval Date</b> June 25, 2008	<b>Original Resolution Number</b> 317/2008
<b>Supersedes</b> (nil)	<b>Effective Date</b> June 25, 2008	<b>Legal Authority</b> MGA, Sections 197, 217
<b>Amendments:</b>	<b>Amendment Date</b>	<b>Amendment Resolution Number</b>

**TITLE: Council Agenda Package - Electronic Version**

**Policy Statement:**

In the interests of maintaining an open and transparent local government, Council of the Town of High Prairie will endeavour to make the Council Agenda Package available on our municipal web-site for public review prior to the Regular Meetings of Council. Further, with the exception of those documents referenced under the Freedom of Information and Protection of Privacy Act, and where practical, all background and support documents will accompany item sheets.

**1.0 DEFINITIONS:**

For the purpose of this policy, the following definitions shall apply:

- 1.1 "Administration" shall mean the Town Manager, his/her designate and/or other managers of the Town of High Prairie as implied.
- 1.2 "Council" shall mean the duly elected Town Council of the Town of High Prairie.
- 1.3 "Council Agenda Package" shall mean the document created for and provided to Town Council to conduct business as defined in the Municipal Government Act.
- 1.4 "Web-site" shall mean the municipal web-site as constructed and maintained by the designated staff of the Town of High Prairie.



## **2.0 POLICY QUALIFICATIONS**

- 2.1 Council acknowledges that the provision of information, as outlined in this policy, exceeds the minimum requirement under both the **Municipal Government Act** and the **Freedom of Information and Protection of Privacy Act**.
- 2.2 With the goal of making added information available to the general public, Council directs Administration to provide the background and support documents that are currently provided to Council in the existing Council Agenda Package, except when otherwise constrained, available on the web-site (See sections 2.3, 2.4, 2.5).
- 2.3 Council recognizes that certain documents may be provided to Council by parties, other than Town Administration or other Public Bodies, who may not be prepared to have their documents made available to the general public (letters of complaint, etc.), therefore Administration is directed to exercise discretion and NOT include these documents for general publication or on the web-site.
- 2.4 Council recognizes that the **Freedom of Information and Protection of Privacy Act** takes precedence over all decisions to make documents public. Administration shall adhere to this legislation and, when in doubt, shall *err on the side of caution*.
- 2.5 It is not the intent of this Policy to be overly onerous upon Administration, nor to cause delays in the completion of this task at the sacrifice of other needed administrative tasks. The publication of agenda information on the web-site, while intended to be the norm not the exception, may need to be periodically temporarily suspended or delayed during emergencies or staff shortages.

## **3.0 LEGISLATION**

- 3.1 The administration of this Policy shall be in accordance with provisions of the Municipal Government Act, RSA 2000 (as amended), and the Freedom of Information and Protection of Privacy Act.

## **4.0 COUNCIL AGENDA PACKAGE**

- 4.1 On the first working day following the creation of the Regular Meeting of Council Agenda Package, usually a Tuesday following the Friday when the Council Package is generated, Administration will coordinate activities so as to facilitate the entire package of Council Agenda Package information to be made available on the website. Availability on the web-site will be in a pdf-format.
- 4.2 Such posting of information on the web-site will be completed in such a format so as to ensure that the integrity of each page of the over-all document is preserved and presented in an accurate format so as to reflect the printed document



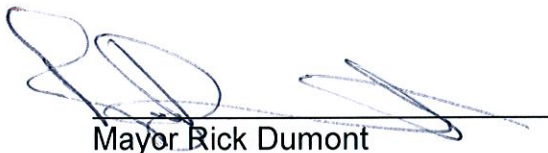
presented to Council, yet without the capability of the reader to edit or modify the document.

- 4.3 The only items to be exempted from this availability will be:
- a. "In Camera" items
  - b. Documents wherein the inclusion thereof on the web-site could or may be perceived as a breach of confidence or an invasion of privacy.
  - c. Any memos to Council wherein the identification of names could cause or create the risk of harm to the individual making the claim.
- 4.4 Because Council maintains the discretion to add items to the Agenda at the time of the actual Council Meeting, such Addendum Items shall not be included in the terms of this Policy.
- 4.5 The Council Agenda Package shall remain on the web-site until replaced by the next most current package of information (as per Section 4.1).

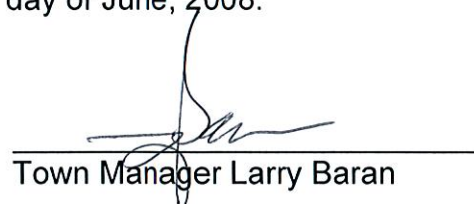
**5.0 GENERAL**

- 5.1 This Policy shall be reviewed annually at, or soon after, the Regular Meeting of Council that follows an Organizational Meeting.
- 5.2 This policy shall supersede and replace any previous similar agenda policies, whether written or unwritten, passed by Council.

Accepted by Resolution #317/2008 on the 25<sup>th</sup> day of June, 2008.



Mayor Rick Dumont



Town Manager Larry Baran