

 DISTRICT OF RAINY RIVER SERVICES BOARD	SECTION: Governance
	POLICY TITLE: Public Notice
POLICY NO: G-4.1	POLICY AREA: Transparency and Public Interface
ORIGINAL DATE: May 21, 2026	OWNER: Corporate Secretary-Treasurer (CAO)
REVISION DATE: N/A	APPROVAL AUTHORITY: Board of Directors
NEXT REVIEW DATE: May 2030	APPROVED BY: Resolution #27/26

1. Purpose

To establish clear requirements for public notice for District of Rainy River Services Board (DRRSB) meetings of the Board.

2. Scope

This policy applies to:

- All regular and special meetings of the Board; and
- Board Committee meetings.

3. Standards

3.1 The DRRSB is committed to transparency and accountability in its governance processes and will provide notice of meetings of the Board in a manner that is timely, reliable, and reasonably calculated to inform the public.

3.2 Public notice shall support public awareness of Board business without creating procedural barriers that could impair the Board's ability to carry out its mandate.

3.3 Failure of a person to see or receive public notice does not invalidate a meeting or proceeding where the DRRSB has acted in good faith and in accordance with this policy and DRRSB By-Law No.1 (2026).

4. Policy

4.1 Public notice of regular Board meetings and committee meetings shall be posted at least three calendar days before the meeting, where practicable, and shall include the date, time, location, and the agenda where available. Public notice shall include virtual access information (e.g., how access may be requested where applicable).

4.2 Public notice of special meetings shall be posted as soon as practicable after the meeting is called and, where practicable, at least twenty-four hours before the meeting. The notice shall include the date, time, location, virtual access information, and the general nature of the business to be transacted.

4.3 Where emergency circumstances make standard notice impracticable, notice may be given in any manner that is reasonable in the circumstances. The reason standard notice could not be provided should be recorded.

4.4 The draft agenda may be provided to members of the public, upon request.

4.5 Supporting materials may be provided to members of the public, upon request, unless the material is confidential, not yet available, subject to legal or privacy restrictions, or otherwise unsuitable for public release.

4.6 Notice of meeting cancellation, location change, access change, or material agenda change shall be posted as soon as practicable after the change is known.

5. Roles and Responsibilities

Chief Administrative Officer (CAO): Ensures public notice is given in accordance with this policy and maintains appropriate records.

6. Related Tools and Policies

- DRRSB By-Law No. 1 (2026)
- G-4.0 Board Meeting Operations
- Implementation Guidance, as relevant