



Policy Number: 2023 – 14

Date of Issue: June 6, 2023

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Motion Number: 2023 – 183

Policy Subject/Title: MUNICIPAL OFFICE DESIGNATION AND BUSINESS HOURS

Signature of Approval by Authorized Personnel:


Karlie A. Gau, CAO

Supersedes: February 19, 2002
Date of Last Update

Policy #02 – 14 Motion #2002 – 62
Title & No. of Previous Policy if Applicable

POLICY STATEMENT:

The purpose of this policy is to designate the Municipal Office location for the Town of Wainwright, in accordance with Section 204 of the Municipal Government Act, and to set the regular business hours for the office.

PROCEDURES:

1. 1018 – 2nd Avenue, Wainwright is the designated Municipal Office location for the Town of Wainwright.
2. The regular business hours for the Town Office are from 8:30 a.m. to 4:30 p.m. Monday through Friday.

REVIEW CYCLE:

This policy will be reviewed every 3 years.