

Policy #7/2010 – Council Meeting Agendas Policy

Purpose: To permit reasonable time for preparation of Council Meeting Agenda items.

The Agenda shall be prepared by the Administrator and include items that the Reeve and/or Council Members request subject to the following:

1. The Agenda cut-off shall be 12:00 noon two business days before the meeting day,
2. Delegates shall be granted 15 minutes to submit their presentations. In the event that more time is required, the delegation shall request this additional time from the Administrator or Reeve prior to the meeting date,
3. Delegates who have not previously requested to be on the agenda, may be permitted by the Council to make their presentation, however they will be limited to five minutes provided that notice or documentation is submitted to the Administrator prior to attendance,
4. The Administrator shall allocate reasonable time to any ratepayer wishing to discuss relevant matters with the Council and wherever possible give a copy of submitted documentation to the Reeve or Councilor to the Division in which the matter relates prior to the meeting,
5. Accounts and correspondence must also meet the provision of clause 1,
6. Additions to the agenda are permitted beyond the parameters of this policy by agreement of the Council,
7. Agenda format shall be at the discretion of the Administrator, and
8. The Administrator shall prepare a package for each Councilor by 4:00 p.m. the day before the next regular meeting day. The package shall include:
 - Agenda
 - Minutes of the previous meeting/meetings
 - Meeting Minutes for the newspaper
 - Statement of Receipts and Payments
 - List of Proposed Payments
 - List of Oil Approvals and Oil Licenses for the previous month

This policy replaces Policy #3/2006