



CITY OF CORNER BROOK

Policy Statement

Index	Council and Administration	Section	Procedures		
Title	Agenda Items – Deadline	Policy Number	13-02-03	Authority	Draft policy under construction
Approval Date	27 Oct 99	Effective Date	27 Oct 99	Revision Date	

Purpose:

To stipulate the deadline dates for receipt of background material for Council meetings and Committee Meetings.

Policy Statement:

To ensure Council meetings are run efficiently and effectively it is necessary that agendas for Council Meetings and Committee Meetings are circulated in a timely fashion. To facilitate the distribution of agendas for Council meetings it is necessary to set deadlines for receipt and circulation of agenda items. This is particularly important to help Council and staff members prepare for meetings.

Reference:

Minute 99-141 (October 27, 1999)

Minute CC97-229 (Nov. 26/97)

Minute P-42 (Jan. 26/83)

Memo from City Manger (Sept. 11/86) (June 15, 1999)

Detailed Action Required:

Council Meetings

Council Meetings will be held weekly on a Monday and where necessary at the call of the Mayor. In the case where a Council Meeting day falls on the date of a holiday the meeting will be held on the day following the holiday.

- Agenda items for all Council meetings must be submitted to the Mayor for approval by the end of the workday on the Wednesday prior to the meeting. An abstract containing the rationale and proposed motion of each item to be placed on the agenda will be provided with the item. In the event where an extraordinary meeting of Council is called by the Mayor, the agenda items to be discussed will be provided as soon as possible prior to the meeting.
- All back-up material for Council meetings is to be received by 2:00 p.m. on the Thursday prior to a Council meeting. The entire information package for each item has to be submitted to the City Clerk's Office NO later than 10:00 a.m. on the Friday morning prior to the Council meeting for distribution to Council.