

## **CITY OF CORNER BROOK**

## **Policy Statement**

Index	Council and Administration			Section	Pr	rocedures			
Title	Briefing Sessions - Procedural Guidelines			Policy Numb	er	13-02-02	Authority	Council	-
Approval Date			Effective Date			Revis	ion Date		· · · ·

## Purpose:

To outline the procedural guidelines for Briefing Sessions.

## **Policy Statement:**

Frequency of Meetings: Briefing sessions of Council shall be held the second Wednesday of every month beginning at 4:00 p.m..

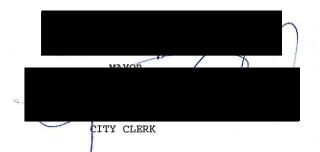
Notice of briefing sessions shall be by way of the agenda which shall be circulated to all members of Council at least twentyfour hours prior to each meeting. Deadline for receipt of back-up material is forty-eight hours prior to the briefing sessions.

Purpose: The briefing sessions are intended to update Council on issues affecting the City and as a strategy planning session to prioritize Council goals. These sessions are not decision-making forums, and motions cannot be passed at these sessions.

Agenda Items: Any member of Council or senior staff can add an item to the agenda after it has been circulated. As indicated in Rule 3, briefing sessions are not decision-making forums but is a mechanism to update and brief Council on issues. No restrictions apply to placing items on the agenda and The Chief Administrative Officer's Report shall be a standing agenda item for all briefing sessions.

IN WITNESS WHEREOF the policy has been sealed with the common seal of the City of Corner Brook.

1



Printed on Monday, July 19, 2010