



CITY OF CORNER BROOK

Policy Statement

Index	Council and Administration		Section	Procedures		
Title	Briefing Sessions - Procedural Guidelines		Policy Number	13-02-02	Authority	Council
Approval Date		Effective Date			Revision 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 twenty-four 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.

MAYOR

CITY CLERK