

	<b>REGULAR COUNCIL MEETING - AGENDA LATE ITEMS POLICY</b>	
	<b>Policy Number:</b> A-003	
	<b>Section:</b> Administration	<b>Resolution No.:</b> 3-3-16
	<b>Amended by:</b>	<b>Effective Date:</b> 2016 02 09

**Policy:**

The Village staff will endeavour to prepare regular meeting agendas by the end of business the Friday preceding the meeting.

To meet this deadline, staff must be in receipt of all correspondence and delegation materials by noon Thursday.

**Objective:**

The intent of this policy is to have a clear decision making process in place for preparing Council meeting agendas.

The Administrator and Council members may bring forward agenda items after this deadline if the items are deemed to be time sensitive.

*Originally approved on June 26, 2001*

*Renumbered on July 22, 2015 (Former Policy #RC 06/21/01 -04)*

*Renumbered on February 9<sup>th</sup>, 2016 (Former Policy #CA-003 RES #R4-722-15)*