

Manager Approved: _____

Date: [Signature] Aug 4/98

TOPIC: PROVISION OF INFORMATION TO COUNCIL

PROCEDURE:

At times there is information to be included in the Councillor packages for the next Council meeting or Committee meeting and in order to have the Councillor packages prepared for delivery to them at a set time the following procedure will be implemented.

The cut off time line for provision of information is **10:00 AM on the Wednesday** before the Council or Committee meeting (if Friday is a holiday then the deadline reverts to 10:00 AM on the Tuesday).

Information, requests, data or other items for consideration by Councillor are to be presented to the Confidential Secretary before the deadline indicated above. The onus is on the provider to have the information available and presented before this deadline.

The information shall be in a form that can be photocopied and included in the packages being prepared.

The staff member presenting the information shall place his/her initials in the bottom left hand corner of the first page of the information being provided to indicate it is complete and ready for inclusion.

The Confidential Secretary is not responsible for retyping information nor completing information before inclusion in the packages.

Incomplete information or late information will be reason enough to delay the inclusion of documents until the next meeting of Council or Committee.

The Confidential Secretary and Municipal Secretary will prepare agendas for approval of Municipal Manager and/or Mayor based on the information that is complete and has been presented for inclusion at the deadline indicated above.