



Rural Municipality of Corman Park No. 344 Policy

Policy # GG-004

Policy Title: Council and Committee Meeting Agenda Distribution

Policy Objective:

To ensure proper delivery of decision materials to Councillors

Authority:

Resolution: January 7, 2013

(Replaces protocol adopted October 15, 2007)

Policy:

- a) Council meeting packages shall be distributed on the Wednesday preceding the Council meeting. Where possible, materials available between meetings shall be sent to Council members in advance (i.e. at the end of each week prior to the meeting)
- b) Committee meeting packages shall be distributed a minimum of one working day prior to the meeting.
- c) A draft of all Council and Committee meeting agendas will be placed on the RM public website as a public notice for public information a minimum of seven (7) days prior to the Council or Committee. The agenda will be finalized the day that the Council or Committee package is distributed.
- d) Draft Minutes of Council Meetings shall be distributed to Council within 10 working days of the meeting.
- e) Material containing less than 10 pages may be distributed by fax or email.
- f) If convenient, members of Council should attempt to pick up agenda package materials the Wednesday preceding Council meetings between 4:00 p.m. and 5:00 p.m., otherwise the agendas will be delivered by the Police Department staff.
- g) The standard delivery method for meeting packages is by delivery of the package to the residence of the Councillor by the Corman Park Police Service. Meeting packages being delivered by the CPPS combines delivery of packages with patrolling various areas of the



municipality. However, packages may be delayed in instances where the member is called to attend a police matter.