

## SMOKY LAKE COUNTY

<b>Title:</b> Regular County Council Meeting: Agenda Format	<b>Policy No.:</b> 26-02 <span style="float: right; color: red;">E</span>
<b>Section:</b> 01	<b>Page No.:</b> 1 of 2

<b>Legislation Reference:</b>	Municipal Government Act, Section 153
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<b>Purpose:</b>	To provide a consistent Agenda Format to expedite the County Council Meeting process.
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Policy Statement and Guidelines:
<ol style="list-style-type: none"> <li>1. The Agenda shall:               <ol style="list-style-type: none"> <li>1.1 Be prepared by the Chief Administrative Officer with consultation from the Reeve.</li> <li>1.2 Be made available to Council members at least by the Friday prior to each Council Meeting.</li> <li>1.3 Be posted on the County Office Bulletin Board and be made available to the attending public.</li> </ol> </li> <li>2. Items to be placed on the Agenda shall be submitted to the Chief Administrative Officer at least five (5) working days prior to the Regular Council Meeting Agenda being made available to Council members.               <ol style="list-style-type: none"> <li>a. Delegations must provide a summary of topics to be addressed and all supporting documentations if any.</li> </ol> </li> <li>3. During the meeting, any Council Member, with majority agreeing, can add or delete emergent business from the Agenda.</li> <li>4. The Agenda shall be designed in a manner which gives sound purpose and structure to the meeting. Specifically, the Agenda shall be designed in accordance with the following format: <i>(See Exhibit attached)</i></li> </ol>

	Date	Resolution Number
<b>Approved</b>	<b>January 21, 1999</b>	#199 - Page # 6573
<b>Amended</b>	<b>May 23, 2001</b>	# 456 - Page # 7096
<b>Amended</b>		

**AGENDA FORMAT**

1. Call to Order.
2. Approval of Agenda:
  - as presented or
  - subject to additions or deletions
3. Minutes:
  - Amendments
  - Approval of Minutes
  - Business Arising from the Minutes
4. Issues for Decision
  - 4.1 Management Issues
  - 4.2 Governance Issues
5. Issues for Information
  - 5.1 Reports:
    - 5.1.1 Reeve
    - 5.1.2 Chief Administrative Officer:
      - a. Financial Statement for the Month
      - b. Municipal Funds Available Report
      - c. Gas Funds Available Report
      - d. Accounts Receivable Aging Reports
      - e. Check Register for Councillors information
    - 5.1.3 Public Works
    - 5.1.4 Protective Services
  - 5.2 Committees:
    - 5.2.1 Alberta HUB
    - 5.2.2 Ambulance Committee
    - 5.2.3 Economic Steering and Tourism Development Committee
    - 5.2.4 Evergreen Regional Waste Management Commission
    - 5.2.5 Family Community Support Services Committee
    - 5.2.6 Fire and Rescue Committee
    - 5.2.7 Government Liaison Committee
    - 5.2.8 In-House Safety Committee
    - 5.2.9 Municipal Planning Commission
    - 5.2.10 Northern Care Committee
    - 5.2.11 Northeast Muni-Corr Ltd. Committee
    - 5.2.12 R.C.M.P. Liaison Committee
    - 5.2.13 The REACH Corporation
    - 5.2.14 Smoky Lake Foundation
    - 5.2.15 Victoria Settlement Advisory Committee
    - 5.2.16 Joint Municipalities
  - 5.3 Other Committees
6. Correspondence
7. Delegations
8. In-Camera
9. Public Question and Answer Period: 11:30 a.m. to 12:00 p.m.
10. Date & Time of Next Meeting
11. Adjournment