 Corporate Procedure

# Agendas for Committee Meetings Procedure

**Approved by**: CAO **Endorsed by**:

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**Author: Clerk’s Department**

**References and Related Documents**

[Municipal Act 2001](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_01m25_e.htm)

[By-law 4775-12 Procedural By-law](https://greydocs.greycounty.ca/ucm/idcplg?IdcService=GET_FILE&dDocName=GC_065165&RevisionSelectionMethod=LatestReleased&Rendition=Web)

[Agendas, Meeting and Resolutions](https://greydocs.greycounty.ca/ucm/idcplg?IdcService=GET_FILE&dDocName=GC_049906&RevisionSelectionMethod=LatestReleased&Rendition=Web)

[Record of Council and Committee Meetings](https://greydocs.greycounty.ca/ucm/idcplg?IdcService=GET_FILE&dDocName=GC_049898&RevisionSelectionMethod=LatestReleased&Rendition=Web)

[Management of Resolutions from Other Municipalities](https://greydocs.greycounty.ca/ucm/idcplg?IdcService=GET_FILE&dDocName=GC_049870&RevisionSelectionMethod=LatestReleased&Rendition=Web)

[Agendas for Council Meetings Procedure](https://greydocs.greycounty.ca/ucm/idcplg?IdcService=GET_FILE&dDocName=GC_042498&RevisionSelectionMethod=LatestReleased&Rendition=Web)

[Closed Meeting Procedure](https://greydocs.greycounty.ca/ucm/idcplg?IdcService=GET_FILE&dDocName=GC_057856&RevisionSelectionMethod=LatestReleased&Rendition=Web)

[Closed Meeting Investigator Procedure](https://greydocs.greycounty.ca/ucm/idcplg?IdcService=GET_FILE&dDocName=GC_059234&RevisionSelectionMethod=LatestReleased&Rendition=Web)

## Purpose

This procedure defines the process and timelines for submission of agenda items for Committee meetings for timely preparation and distribution for Council.

## Scope

The procedure applies to all Departments in the Corporation of the County of Grey.

## Procedure

### Deadline for Submissions

1. The deadline for submitting agenda items to the Clerk’s Office is ten calendar days before the date of the meeting. In the event that 10 days falls on a weekend, the deadline will be the Friday. Examples are:
* Tuesday (16th) meetings-no later than 12 noon on Friday (5th)
* Wednesday meetings (10th/9th)-no later than 12 noon on Friday (31st/30th)
* Thursday (21st) meetings - no later than 12 noon on Monday (11th)
1. Agendas will be finalized by the CAO, or in his absence, the Clerk and Directors will be advised if any reports or agenda items submitted will not be included in the agenda and the reasons why.

### Distribution

1. The Clerk’s Office will sendout agendas six calendar days prior to the meeting by noon. Examples are:
* Tuesday meetings noon Wednesday
* Wednesday meetings noon Thursday
* Thursday meetings noon Friday
1. The distribution of the agendas is as follows: all County Councillors, the Senior Management Team, the Deputy Treasurer, the Deputy Clerk, the Purchasing Manager, all Administrative Assistants, and staff members specific to the agenda topics.
2. No changes to the agenda or addition/change of report submissions will be considered after the prescribed deadline for submission except with the approval of the CAO or in his absence, the Clerk. Late reports will only be considered if determined urgent and necessary by the CAO. The request to the CAO shall be in writing and include the rationale and urgency for considering a late report. (This is in compliance with Procedural By-law 4775-12.)
3. In the event a Director and his/her Administrative Assistant are responsible for agendas (ie Task Forces), this procedure applies with the exception that the agendas will be prepared by the specific department.

### Responsibilities

1. Departments are responsible for following the protocols as set out in this procedure.
2. The Clerk’s Office is responsible for the administration and maintenance of this procedure.