

# THE TOWN OF STRATFORD POLICY

<b>SUBJECT: DISTRIBUTION OF COUNCIL AND COMMITTEE AGENDAS AND MATERIAL</b>	<b>POLICY NO: 40</b>
<b>EFFECTIVE DATE: February 12, 1997</b>	<b>APPROVED BY: Town Council</b>
<b>REVISION DATE:</b>	<b>PAGE 1 OF 2</b>

## A. COUNCIL AGENDAS

1. Council Agendas and attached material shall be distributed to all Council Members and Administration on the Friday prior to regular Council meetings. The deadline for submission of all reports, correspondence, resolutions, and other meeting material is seven days prior to the meeting. All reports, correspondence and other meeting material received after this deadline will be included in the next regular Council meeting packages. The Agendas shall be distributed to the news media at least 48 hours prior to regular Council meeting.

Agendas will be finalized at least seven days prior to regular Council meetings and all Councillors wishing to have agenda items included shall advise the Chief Administrative Officer no later than ten days prior to regular Council meetings.

2. Where a matter is tabled by Council for a period of time, reports and relevant data pertinent to the tabled item will be re-issued at the appropriate time.

**DISTRIBUTION OF COUNCIL AND COMMITTEE  
AGENDAS AND MATERIAL**

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**B. COMMITTEE AGENDAS**

1. Committee agendas and attached material shall be distributed to all Council Members and Committee Members, and to members of Administration who are required to attend a meeting at least 48 hours prior to the Committee Meetings.
2. Material issued with Committee agendas shall be retained by the recipients, for subsequent use in conjunction with the relevant Council meeting. Where a matter is tabled by a Committee for a period of time, reports and relevant data pertinent to the tabled items will be re-issued at the appropriate time.
3. “NOT FOR PUBLIC USE” reports will be issued only to Committee members and appropriate staff who will initially deal with said reports.

**C. METHOD OF DISTRIBUTION**

1. Regular Council agendas and material will be placed in binders for each Councillor and will be conveniently located in the Reception Service Area by the Friday prior to the Regular Council Meeting. Binders must be returned to Staff after the meeting. Special Council Meeting agendas and materials and Committee of the Whole Meeting agendas will be placed in Council members' mail boxes at the Stratford Town Hall at least 48 hours prior to the meeting. Committee agendas and material will be available at the Stratford Town Hall during normal working hours at least 48 hours prior to Committee meetings. If for any reason the deadline cannot be met, the agendas and material will be delivered and members advised.