

SMOKY LAKE COUNTY



Title: Regular County Council Meeting: Agenda Format	Policy No.: 26-02 <i>E</i>
Section: 01	Page No.: 1 of 2

Legislation Reference:	Municipal Government Act, Section 153
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Purpose:	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"> 1. The Agenda shall: <ol style="list-style-type: none"> 1.1 Be prepared by the Chief Administrative Officer with consultation from the Reeve. 1.2 Be made available to Council members at least by the Friday prior to each Council Meeting. 1.3 Be posted on the County Office Bulletin Board and be made available to the attending public. 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"> a. Delegations must provide a summary of topics to be addressed and all supporting documentations if any. 3. During the meeting, any Council Member, with majority agreeing, can add or delete emergent business from the Agenda. 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>

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

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. Request for Decision: Governance Issues and Management Issues
5. Issues for Information
 - 5.1 Reports:
 - 5.1.1 Chief Administrative Officer:
 - a. Monthly Report.
 - b. Financial Statement for the Month
 - c. Action List.
 - 5.1.2 Comptroller
 - a. Actual to Budget Review.
 - b. Accounts Receivable Aging Reports
 - c. Check Register for Councillors information
 - 5.1.3 Public Works Manager
 - 5.1.4 Public Works Foreman
 - 5.1.5 Public Works Shop Foreman
 - 5.1.6 Bylaw Enforcement Officer
 - 5.1.7 Natural Gas and Related Issues
 - 5.1.8 Agricultural Service Board
 - 5.1.9 Planning and Communication
 - 5.1.10 Safety Officer
 - 5.1.11 Reeve's Report
 - 5.2 Committees:
 - 5.2.1 Alberta HUB
 - 5.2.2 Ambulance Committee
 - 5.2.3 Community Futures St. Paul – Smoky Lake Region
 - 5.2.4 Economic Development and Tourism Steering Committee
 - 5.2.5 Evergreen Regional Waste Management Commission
 - 5.2.6 Family Community Support Services Committee
 - 5.2.7 Family-School Liaison Committee
 - 5.2.8 Fire and Rescue Committee
 - 5.2.9 Government Liaison Committee
 - 5.2.10 In-House Safety Committee
 - 5.2.11 North Saskatchewan Watershed Alliance (NSWA)
 - 5.2.12 Mechanical Recreation Task Force
 - 5.2.13 Municipal Planning Commission
 - 5.2.14 Northern Care Committee
 - 5.2.15 Northeast Muni-Corr Ltd. Committee
 - 5.2.16 Risk Control Management Committee
 - 5.2.17 R.C.M.P. Liaison Committee
 - 5.2.18 Policy Committee
 - 5.2.19 Smoky Lake Foundation
 - 5.2.20 Victoria Settlement Advisory Committee
 - 5.2.21 Smoky Lake Heritage Board
 - 5.2.22 Joint Municipalities
6. Correspondence
7. Delegations
8. Executive Session
9. Public Question and Answer Period: 11:30 a.m. to 12:00 p.m.
10. Bills and Accounts
11. Date & Time of Next Meeting
12. Adjournment