



Policy Code: C - 004

Meeting Agenda Policy

CONTENTS

1. TITLE	3
2. POLICY STATEMENT	3
3. PURPOSE	3
4. SCOPE	3
5. OBJECTIVE	3
6. POLICY DETAILS	3-4
7. ROLES AND RESPONSIBILITIES	4
8. MONITORING, EVALUATION AND REVIEW	4
9. DEFINITIONS AND ABBREVIATIONS	4



POLICY CODE: C - 004

REVISION RECORD

Date	Version	Revision description
February 24 th 2010	1	Original Meeting Agenda Policy
August 16 th 2011	2	Revised Meeting Agenda Policy
July 13, 2016	3	Reviewed and Revised Meeting Agenda Policy
December 17, 2020	4	Policy C – 004 replaces Policy No. 1207



POLICY CODE: C - 004

1. TITLE:

1.1 Meeting Agenda Policy

2. POLICY STATEMENT:

- 2.1 The Heisler Village Council recognizes the importance of a well formed agenda and well informed council members at every council meeting. Therefore, all pieces of information available for any issue facing the Village of Heisler will be made available to council.**

3. PURPOSE:

- 3.1 To ensure that every council meeting runs as efficiently as possible and that the Heisler Village Council has enough information to make an informed decision.**

4. SCOPE:

- 4.1 The scope of this policy includes all the Heisler Village Council as well as the Village of Heisler Administration Department.**

5. OBJECTIVES:

- 5.1 The Objective of this policy is to ensure that the ideas presented in the Purpose of this Policy will be upheld.**

6. POLICY DETAILS:

- 6.1 The council meeting agenda shall be prepared under joint direction of the Heisler Village Council and the Chief Administrative Officer.**
- 6.2 The agenda shall include copies of all reports and or communication to be discussed at each regular council meeting.**
- 6.3 The agenda and all of the information that needs to be reviewed by Council will be made available to council at least 3 full business**



POLICY CODE: C - 004

days prior to the meeting.

- 6.4 Agenda items must be received by each member of the Heisler Village Council no later than 4 days prior to the meeting.**

7. ROLES AND RESPONSIBILITIES:

- 7.1 It is the role of the Administration Department of the Village of Heisler to uphold this policy.**
- 7.2 It is the role of the Councillors with the Village of Heisler and the Chief Administrative Officer to prepare the meeting agenda for each council meeting.**
- 7.3 It is the role of the Administration Department of the Village of Heisler to make all necessary information needed for council available to the Heisler Village Council.**
- 7.4 It is the responsibility of the members of the Heisler Village Council to pick up the aforementioned prepared meeting agenda package.**

8. MONITORING, EVALUATION AND REVIEW:

- 8.1 The monitoring, evaluation and review of this policy is the responsibility of the Administration Department of the Village of Heisler.**

9. DEFINITIONS AND ABBREVIATIONS:

- 9.1 All Definitions are subject to those found within the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26.**



POLICY CODE: C - 004

Council Approved: December 17, 2020

Motion # _____

Responsibility: Administration

Next Review Date: December 17, 2023