

 <p>VILLAGE OF RYCROFT POLICY AND PROCEDURES MANUAL</p> <p>Council Agenda Items Policy</p>	<p>Function:</p> <p>Policy No. Effective Date: Supersedes: Amends:</p>	<p>Administration</p> <p>ADM.10 March 2010 NEW</p>
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Policy Purpose

To provide a clear understanding of the intention of Council to get issues placed on council meeting agendas for Council consideration.

Policy Procedures

1. For any member of Council, Village Official or any other person wishing to have an item of business placed on the agenda, shall make the submissions to the CAO not later than Noon on the Thursday of the week prior to the meeting.
2. The submission shall contain adequate information to the satisfaction of the CAO to enable Council to deal with the matter.