

## **Standard Operating Procedure (SOP)**

### ***Committee of the Whole and Regular Council Agenda Preparation and Publication***

#### **Purpose:**

This Standard Operating Procedure (SOP) outlines the steps and responsibilities for the preparation and publication of the Municipality's Committee of the Whole and Regular Council meeting agendas.

#### **Scope:**

This SOP applies to all municipal elected officials and staff involved in the preparation and publication of Committee of the Whole and Regular Council meeting agendas.

#### **Responsibilities:**

##### **1. Chief Administrative Officer (CAO):**

- Oversees the overall administration and operations of the municipality, including agenda preparation and publication.
- Provides guidance and support to the Municipal Clerk and Directors in agenda-related matters.
- Ensures that agenda items align with the municipality's strategic goals, priorities and policies.
- Ensures compliance with legal requirements.

##### **2. Municipal Clerk:**

- Oversees the agenda preparation and publication process.

##### **3. Directors:**

- Responsible to submit agenda items and supporting documents within the specified deadlines.

##### **4. Committee and Council Members:**

- Responsible to submit agenda items and supporting documents within the specified deadlines.

#### **Procedure:**

##### **1. Agenda Request Submission:**

###### **1.1. Request Initiation:**

- 1.1.1. Elected Officials and Directors submit agenda items and supporting documents to the Municipal Clerk, utilizing pre-established forms and templates. In some cases, requirements outlined in policies 52 and 59 will also be applied.

## **1.2. Submission Deadline:**

1.2.1. Agenda items must be submitted to the Municipal Clerk no later than 6 days before the scheduled meeting date.

## **1.3. Completeness Check:**

1.3.1. Other than for minor corrections, the Municipal Clerk is not responsible for checking the completeness of agenda items. The Elected Official or Director is responsible for ensuring that each submission includes all required documents and information.

## **2. Compilation and Review:**

### **2.1. Agenda Compilation:**

2.1.1. The Municipal Clerk compiles all agenda items, ensuring they are organized in a logical sequence.

### **2.2. Review by the Chief Administrative Officer:**

2.2.1. The Chief Administrative Officer reviews the compiled agenda for completeness, and relevance to municipal strategy and objectives.

## **3. Legal and Compliance Review:**

### **3.1. Legal Review:**

3.1.1. If required, the municipal solicitor reviews agenda topics for legal compliance and adherence to local laws and regulations.

### **3.2. Compliance Verification:**

3.2.1. The Municipal Clerk ensures that all agenda items comply with open meeting and public notice requirements, as set out in the Municipal Government Act.

## **4. Agenda Formatting and Distribution:**

### **4.1. Agenda Formatting:**

4.1.1. The Municipal Clerk formats the agenda, ensuring a consistent and professional appearance.

### **4.2. Distribution:**

4.2.1. The final agenda, along with supporting documents, is distributed to Committee of the Whole and Council members a minimum of 3 days before the meeting.

## **5. Public Notice and Publication:**

### **5.1. Public Notice:**

5.1.1. The Municipal Clerk ensures that the meeting date, time, and location are posted in accordance with the Municipal Government Act.

## **5.2. Website Publication:**

~~5.2.1.~~ The Municipal Clerk will upload the agenda, ~~without including~~ supporting documents, to the municipality's website ~~in a prominent and easily accessible location~~ a minimum of ~~33~~ days before the meeting.

~~5.2.2.5.2.1.~~ ~~The Municipal Clerk will upload the agenda's supporting documents to the municipality's website in a prominent and easily accessible location no less than 30 minutes before the meeting.~~

## **5.3. Additional Notification (if required):**

5.3.1. The Municipal Clerk will send email notifications or other forms of communication to interested parties, stakeholders, and the public as necessary.

## **6. Meeting Facilitation:**

### **6.1. Meeting Setup:**

6.1.1. The Municipal Clerk will ensure that the meeting room is properly set up, technical equipment is functioning, and necessary materials are available.

### **6.2. Chairperson's Responsibilities:**

6.2.1. The Chairperson of the Committee of the Whole or Regular Council leads the meeting, following the established agenda.

## **7. Post-Meeting Actions:**

### **7.1. Minute Preparation:**

7.1.1. The Municipal Clerk prepares and distributes minutes of the meeting within 10 days or prior to the next meeting taking place.

### **7.2. Archiving:**

7.2.1. The Municipal Clerk archives agenda, minutes, and supporting documents for future reference and compliance with record-keeping requirements.

## **8. Ad Hoc Agenda Requests During Meetings:**

### **8.1. Procedure for Council Members to Request Ad Hoc Agenda Items:**

8.1.1. In situations where a member of Council identifies a time-sensitive matter before the approval of the agenda, they may request the addition of this item to the agenda.

8.1.2. A time-sensitive matter is characterized by its imperative need for urgent consideration during a meeting. Such matters include issues with imminent statutory, regulatory, contractual, or legal deadlines, emergent events that have arisen since the agenda preparation deadline, or critical public interest matters. In essence, these are situations

where delayed discussion until a subsequent meeting would result in significant negative consequences.

8.1.3. The outlined procedures aim to balance the need for responsiveness with the necessity of maintaining transparency and adherence to procedural requirements.

**8.2. Request Submission:**

8.2.1. The member of Council must submit a written request, clearly outlining the nature of the time-sensitive matter, the reasons for urgency, and any supporting documentation.

**8.3. Committee of the Whole/Council Deliberation:**

8.3.1. A majority vote is required to approve the addition of the ad hoc item to the agenda.

**8.4. Documentation and Record-Keeping:**

~~7.2.1.~~8.4.1. All documentation related to the ad hoc agenda request, including the request itself and the decision, will be recorded in the meeting minutes for transparency and compliance purposes.

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