



**TOWN OF SEDGEWICK**

**POLICY SECTION:** C. ADMINISTRATION

**TITLE:** 4. Agenda

**PURPOSE:** To set guidelines for agenda preparations

**POLICY:**

- a. Additions to the agenda must be received five (5) days prior to the meeting date.
- b. Delegation request for presentation to council must be received seven (7) days prior to the council meeting date.
- c. Delegations must submit a written report regarding the presentation in a format approved by the municipality.
- d. Agenda packages shall be prepared three (3) days prior to the meeting.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	March 19, 2009	<b>2009.03.99</b>
<b>Amended</b>		
<b>Amended</b>		
<b>Amended</b>		