

SECTION: PROTOCOL	SUBJECT: AGENDA ITEMS	Pg. 1 of DATE: April 22, 1999
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COUNCIL AGENDA ITEMS

Having spent many years trying to meet timetables and get items on council agendas, I understand all difficulties of moving ahead with a subject matter, however it would be helpful if you could get your reports to me at least one week prior to a council meeting. If necessary, this would give me an opportunity to review the report with you prior to the council meeting. I know there will be exceptions and deadlines that you have to meet and under those circumstances, I ask that you call to advise me.

Presently, I am seeing many reports from a number of departments prior to the agenda and that is appreciated. By working together on what goes before council we will provide a better service by ensuring that we all have a clear understanding of what is to be discussed.

POLICIES

On occasion, a department will ask that Council approve a policy that controls certain aspects of our operation. I would appreciate an opportunity to review with you any policy that you are proposing. If this policy potentially affects either directly or indirectly any other departments it would be reasonable to expect that everyone had input into the policy-making process.

Approved By: Morley Bowes

Date: