

COUNCIL MEETING AGENDA DEADLINES

2 Fridays before meeting date	Items due to Executive for review/approval
Tues. week prior at noon	Executive Staff sends email that all Exec items ready Any Council Office items must be agenda ready
Tues. week prior end of day (Weds at latest)	Email Chairs draft agendas for approval
Weds, week prior (Thurs. at the latest)	Clerk finalizes agendas and notices the meetings
Monday before noon	Agenda revisions due – must have materials in hand and pre-reviewed by legal staff, permission from Chair to add
Day of the meeting, before end of day	Presentations due – Council staff uploads to AB file. (Presenters run their own slides via zoom at mtg)