

By-Law IV – Councilor and Committee Reports

- 4.1 Council reports must be in Councilor mailboxes at least forty eight (48) hours prior to a Council meeting. Anything that occurs after this time can be brought forward to council at the Council meeting verbally.
- 4.2 Should a Councilor submit a written report they are not to read the report submitted.
- 4.3 Reports must be typed. They must also clearly describe, in as much detail as possible, the activity(ies) of the Councilor or Committee.
- 4.4 The agenda shall include the names of all Councilor and Committees, and note those who have submitted a written report
- 4.5 During Councilor or Committee Reports, questions for clarification are encouraged to be asked.