



Request for City Council Committee Action from the Department of City Clerk

December 14, 2005

To Ways and Means Budget

Subject: Procedures for Council Members

Recommendation: Adopt the attached procedures: Guidelines for Council Committee Meetings, 2006 Council Ward Budget Guidelines, Professional Development Policy for Council Members and Staff and Furnishing Standards for Council Offices

Previous Directives: Committee Guidelines were first approved in 1996. Ward Budget Guidelines are adopted annually. Furnishing and Professional Development Guidelines are new.

Prepared or Submitted by Merry Keefe 673-3765

Permanent Review Committee Not Applicable
Policy Review Group Not Applicable

Presenters in Committee Merry Keefe and Steve Ristuben

Financial Impact - No financial impact

Community Impact – None

Background Information: The attached policies and procedures help guide ward offices to help ensure consistent and cost effective management practices. The committee procedures are designed to clarify roles and responsibilities and to facilitate the process of committee business.