

Agendas, Meetings, ~~and~~ Resolutions, and Decisions

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Author:	[Clerk's Department]
Authority:	Council
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Policy statement

Where not covered by legislation or the Procedure By-law, the Town of Oakville (town) shall establish procedures to ensure the efficient and effective administration of agendas, meetings, ~~and~~ resolutions, and decisions.

Purpose

Council and standing committee meetings are governed by the *Municipal Act* and the town's Procedure By-law. This policy augments the *Municipal Act* and the Procedure By-law by establishing detailed procedures to support the administration of agendas, resolutions and other meeting related activities.

Scope

This policy addresses procedures relating to agendas, meetings, resolutions, and decisions, including but not limited to deadline for agenda submissions, conduct at council and standing committee meetings, ~~and~~ the processing of resolutions, and the handling of appeals from Committee of Adjustment decisions.

References and related documents

Town of Oakville Procedure By-law

Responding to Resolutions Procedure

Submission and Distribution of Agenda Items for Council Meetings Procedure

Public Meeting Protocol Procedure

[Committee of Adjustment Appeals Procedure](#)