



Protocol for Providing Information to Council Policy No. 96.02.06

District of Lake Country
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Regular Council meeting of **February 22, 1996.**

Moved by: Councillor Bill Scarrow
Seconded by: Councillor James Baker

Res. #96.02.100

“Generally, information provided to one Councillor should be copied to all Councillors, the Mayor and Administrator.

Information that would normally be available to the public on demand (i.e. maps, minutes, bylaws, adopted reports etc.) may be provided to any Councillor upon request and does not have to be copied to Council, the Mayor or Administrator.

Information that will take considerable time to collect should be cleared by the Administrator and Mayor.

Information that will form part of an issue to be presented to Council by a Councillor should be cleared by the Administrator and Mayor and copied to Council.

Information that will form part of a report being prepared by Administration in consultation with a Committee Chairman or a Councillor should be cleared by the Administrator and Mayor and copied to Council.

All items for an agenda must be approved for circulation by the Administrator and Mayor.”