

## **AGENDA ITEM CATEGORIES FOR ADVISORY COMMITTEE'S**

### **APPROVAL OF THE AGENDA**

- Approval of the current meeting agenda

### **DECLARATIONS OF INTEREST**

- This is where Committee members would declare a conflict of interest (pecuniary or financial interest)

### **APPROVAL OF MINUTES OF PREVIOUS MEETING**

- Approval of the previous minutes

### **COMMUNICATIONS**

- Usually a piece of written correspondence that someone has sent in to the Committee

### **DELEGATION REQUESTS**

- If someone has requested to speak at to the Committee

### **CONSENT ITEMS**

- This is usually when an information report is written and is coming to Committee to be received

### **PUBLIC HEARINGS / WRITTEN DELEGATIONS / VIRTUAL DELEGATIONS**

- Once a delegation request has been approved it would be placed under this heading, and heard at this point in the meeting (although only written submissions are permitted at this time)

### **STAFF PRESENTATIONS**

- If a member of staff is presenting on a topic to the Committee – it would be placed here

### **DISCUSSION ITEMS**

- Recommendation reports that will generate discussion would be placed here
- Items that are on the agenda that will get a discussion going would also go here

### **MOTIONS**

- Motions that are received prior to the publishing of the Agenda would go here.

### **NOTICES OF MOTION**

- Motions that are received after the agenda is published would go under Notices of Motion

### **GENERAL INFORMATION / OTHER BUSINESS**

- Any topic that was not covered on the agenda.
- This should be limited as generally you would want to have the item on the agenda for Committee members and the public to be aware.

### **PRIVATE AND CONFIDENTIAL**

- Not applicable for Advisory Committees

### **ADJORNMENT**

- Conclusion of the meeting

**NOTE: BOLDED HEADINGS ARE MOST RELEVANT TO ADVISORY COMMITTEE'S.**