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## 2019-05 Meeting Policy - Information Items

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<b>Policy Number:</b>	<b>2019-05</b>
<b>Intent to Consider:</b>	<b>16<sup>th</sup> September 2019</b>
<b>Effective Date:</b>	<b>28<sup>th</sup> October 2019</b>
<b>Approval by Commission:</b>	<b>28<sup>th</sup> October 2019</b>
<b>Supersedes:</b>	<b>n/a</b>
<b>Amended:</b>	<b>n/a</b>

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### INFORMATION PRIOR TO MEETING OF THE COMMISSION

#### Purpose

The purposes of this series of policies on Commission meetings are,

- (a) to recognize the functions of the Village Commission include providing good government;
- (b) to complement and supplement, and not to replace, the requirements contained in applicable municipal legislation;
- (c) to provide notice to the Commissioners and the citizens respecting matters that will be considered by the Commission; and
- (d) to provide an open, respectful and orderly forum for public input, debate and decisions.

#### **1.0 Agenda Package**

On the Friday preceding each regular meeting of the Commission, the Clerk shall cause to be delivered electronically or circulated to each Commissioner the following:

- 1.1 the agenda;
- 1.2 a copy of each report which is to be considered;
- 1.3 a copy of each motion to be considered if the motion or the purpose thereof is not indicated on the agenda; and
- 1.4 the collection of the information reports.



**2.0 Information to be Provided to the Public**

The Clerk shall make the agenda and the other information referred to in section 1.0 available to the general public on a day and time specified by motion of the Commission, but, subject to section 3.0, in no case shall it be provided later than 12pm noon on the Monday of each regular meeting of the Commission.

**3.0 Circulation of Late Reports**

If an item on the agenda has a notation indicating that the report will be circulated other than with the agenda package listed in section 1.0, the report shall be delivered electronically or circulated to each Commissioner as soon as it is practical prior to the regular meeting of the Commission, and the report shall be provided to all Commissioners as near as is reasonably possible at the same time, and in no case shall the report be made available to the public prior to making all efforts to distribute the report to all Commissioners.

**4.0 Consideration of Late Report**

If a report to be considered by the Commission is circulated to the Commission as prescribed in section 3.0 after the deadline identified in section 1.0, the Commission shall not consider the report unless one or more of its Commissioners requests it to do so, and with agreement of majority vote of its Commissioners present and voting.

**5.0 Standing Committee Reports**

It is assumed all Standing Committees have a report to make. This should be sent to the Clerk by the Wednesday before the meeting as per Policy 2019-04 S1.4. If a standing Committee has no report to make, this should also be reported to the Clerk before the agenda is published.

**Clerk's Annotation for Official Policy Book**

Date of Notice to Commissioners  
of Intent to Consider (7 days minimum): 16<sup>th</sup> September 2019

Date of Passage of current Policy: 28<sup>th</sup> October 2019

I certify that the Policy was adopted by the Pugwash Village Commission as indicated above

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date