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## 2019-04 Meeting Agenda and Meeting Cancellations

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<b>Policy Number:</b>	<b>2019-04</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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### AGENDA FOR MEETINGS OF THE PUGWASH VILLAGE 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. Information Reports**

- 1.1 The Clerk shall have prepared a collection of information reports with copies of all such reports to be provided to the Commission only for its information.
- 1.2 Each report front page shall indicate the source of the item and the date received.
- 1.3 An anonymous item shall not be included in the collection of information provided to the Commission.
- 1.4 Where a Commissioner wishes to have an item placed in the collection of information reports, the Commissioner shall submit the request in writing to the Office of the Clerk



no later than 12:00 noon on the Wednesday prior to the Commission meeting at which the item is to be considered, whereupon the Clerk shall cause the item to be added to the collection.

1.5 A Commissioner may request that an information report be added to the Agenda for the purpose of a staff presentation or to ask questions of clarification providing the Commissioner has given notice to the Commission at the prior regular meeting of the Commission at which the information report appears in the collection of information items on the Agenda.

1.6 If the request is not in respect of a question of clarification or a staff presentation, the Commissioner must include an explanation of the item and the reasons for making it as well as a copy of a draft motion which Commission will be requested to consider.

## **2. Agenda**

2.1 The Clerk shall have prepared the agenda of the Commission together with copies of all reports or communications to be dealt with at each regular meeting of the Commission.

2.2 The headings of the Agenda shall be the same as the Order of Business.

## **3. Agenda Item Respecting Staff**

3.1 If a Commissioner has an issue concerning staff, either individually or collectively, the issue shall not be added to the agenda of a regular meeting of the Commission until the Commissioner has discussed the issue with the Clerk Treasurer and the matter has been discussed at an In Camera (in Private) Session of the Commission.

## **4. Added Items to Agenda**

4.1 If a Commissioner wishes to have an item placed on the meeting agenda, the Commissioner shall submit the request in writing to the Office of the Clerk no later than 12:00 noon on the Wednesday prior to the Commission meeting at which the item is to be considered.

4.2 The request shall include an explanation of the issues and a copy of a draft motion requesting a staff report which the Commission will be requested to consider.

4.3 If subsections 4.1 and 4.2 are complied with, the Clerk shall add the Commissioner's item to the agenda.

## **5. Late Additions to Agenda**

5.1 If a Commissioner wishes to have an item placed on the regular meeting agenda following the deadline prescribed by section 4.1, the Commissioner shall submit the



request in writing to Office of the Clerk by noon on the Friday immediately preceding the Commission meeting.

- 5.2 The request shall include an explanation of the issues and a copy of a draft motion requesting a staff report which the Commission will be requested to consider.
- 5.3 The Commission Chair and the Clerk Treasurer shall review all requests that comply with subsections 5.1 and 5.2 and decide whether or not to place the item on the agenda.

## **6. Items Added by Commission**

- 6.1 Except under conditions considered to be an emergency, the Commission shall not vote on a motion arising out of an item added to the agenda by a Commissioner until a staff report and recommendation is received from the Clerk Treasurer in respect of the subject matter of the motion, and a motion so made shall be deemed to be deferred until such report and recommendation is received by the Commission, but the Commission shall not be bound to adopt such recommendations.

## **7. Agenda Review**

- 7.1 The Agenda may be reviewed prior to a meeting of the Commission, Committee of the Whole or a Standing Committee.
- 7.2 If an Agenda review is conducted for Commission or Committee of the Whole, the following Commissioners and staff shall be notified and permitted to attend:
  - (a) the Chair
  - (b) the Vice Chair;
  - (c) the Clerk Treasurer;
- 7.3 During the Agenda Review, the Chair and Clerk Treasurer jointly may:
  - (a) defer any item on the Agenda to a subsequent meeting;
  - (b) refer any item to a Committee of the Whole or a Standing Committee that is within their respective jurisdiction; or
  - (c) cancel any meeting of the Commission, where, in their judgement, the holding of the meeting is not justified or for any other reason which in their judgement appears appropriate.
- 7.4 In the absence of the Chair or the Clerk Treasurer, The Vice Chair shall stand in the place and stead of the Chair or the Clerk Treasurer.

## **8. Presentations**

- 8.1 On receipt of a request for a presentation, during Agenda review the Chair



and the Clerk Treasurer or his or her designate shall review the request and determine the appropriate disposition of the request.

- 8.2 If the subject of the request does not fall within the duties and responsibilities of a Standing Committee, the Chair and the Clerk Treasurer jointly may:
- (a) place the presentation on the Commission agenda;
  - (b) refer the presentation to the Presiding Officer of an appropriate Community Commission or committee of the Commission;
  - (c) if the presentation is requesting financial assistance or a tax exemption, advise the group, organization or individual that a decision will not be made at the time of the presentation and may require a financial review before a decision by the Commission can be made.
  - (d) if the subject matter of the presentation is a matter which can be addressed by staff, refer the presentation to the Clerk's office; or
  - (e) If the subject matter of the presentation is a matter which is outside the jurisdiction of the Village, refuse the request.

## **CANCELLATION OF MEETINGS OF THE PUGWASH VILLAGE COMMISSION**

### **9. Cancellation of any Meeting of the Commission**

- 9.1 A meeting of the Commission may be cancelled:
- (a) by the Chair, Vice Chair or Clerk Treasurer
  - (b) on the written request of three or more of the Commissioners where, they have determined that the holding of the meeting is not justified or for any other reason which in their judgement appears appropriate.
- 9.2 A meeting of a Committee of the Commission may be cancelled:
- (a) by the Presiding Officer; or
  - (b) on the written request of three or more of the Commissioners, where, in their judgement, the holding of the meeting is not justified or for any other reason which in their judgement appears appropriate.



**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

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Clerk

\_\_\_\_\_  
Date