

5. MEETING PROCEEDINGS

5.2. DELIVERY OF AGENDA TO MEMBERS - Council and Committees

- 5.2.1 The Regional Clerk shall cause to be delivered to each member, not less than 72 hours before the time appointed for the holding of a regular meeting of Council, the draft agenda and copies of related materials.
- 5.2.2 Any materials received in the Office of the Regional Clerk less than 72 hours prior to the time appointed for holding of a regular meeting of Council which relate to an item already listed on the draft agenda will be presented to Council at the time of the approval of agenda portion of the meeting. Any materials received in the Office of the Regional Clerk less than 72 hours prior to a meeting which do not relate to an item already listed on the draft agenda shall be added to the agenda at the next appropriate meeting.
 - a. Meetings or Special meetings of Council or Committees that are called by the Regional Chair or Committee Chair with 48 hours' notice are not subject to the 72 hour agenda provisions.
 - b. For greater clarity, where a meeting (not on the approved schedule of regular meetings) has been called by the Regional Chair or Committee Chair, with more than 48 hours' notice, every effort shall be made to deliver the agenda and related materials to members not less than 72 hours prior to the meeting start time.
- 5.2.3 The draft agenda and related materials shall be made available electronically to every member.
- 5.2.4 The draft agenda and related materials shall be made available to the public on the Region of Peel website as of 9:30 a.m. the day after the members of Council are provided with the agenda and materials.
- 5.2.5 Draft agenda and related materials provided to members of Council less than seven days before the time appointed for the holding of a regular meeting of Council shall be made available to the public on the Region of Peel website on the same day.