

# THE CORPORATION OF THE VILLAGE OF MONTROSE

**POLICY TITLE:** COUNCIL MEETING INFORMATION POLICY

**POLICY #0580**

**POLICY STATEMENT:**

It is the policy of Council to make information on Council Meetings readily available and accessible to the public.

**Policy Background:**

Council had assigned a leading responsibility for public information to one of its members. Council decisions were circulated in condensed form by the Councillor responsible to area media outlets immediately following Council Meetings. In addition, Council had periodically circulated newsletters to residents through the post office. Information was also made available through notices posted on the community and village office bulletin boards, and the Village's web page.

**POLICY OBJECTIVES:**

1. To post issue specific notices and newsletters on the community bulletin board (Post Office) and the Village Office notice board.
2. To circulate newsletters to all post office box holders in Montrose.
3. To post draft and approved Council Meeting Minutes on the Village Office bulletin board and the Village web page.
4. To e-mail or fax draft Council Meeting Minutes to the Trail Daily Times, KBS Radio, and other media on request.

Initially approved at meeting #02-02 on January 22, 2002

Reviewed at meeting #22-09 on July 6, 2009

Next scheduled to be reviewed on January 18, 2010