



**VILLAGE OF BELCARRA**  
**CORPORATE POLICY NO. 226**



**TITLE: Council Meeting Minute-Taking Standards**

<b>AUTHORITY:</b> <input checked="" type="checkbox"/> <b>Administrative/Legislative</b> <input type="checkbox"/> <b>Operational</b> <input type="checkbox"/> <b>Council</b>		
<b>APPROVAL:</b> Council	<b>ISSUED BY:</b> Corporate Officer	<b>EFFECTIVE DATE:</b> September 25, 2023
		<b>REVIEW DATE:</b> September 2024

**Legislative Basis**

Section 148 of the *Community Charter* assigns the responsibility of corporate administration to one of the municipal officer positions, which includes the following duties:

- (a) ensuring that accurate minutes of the meetings of the council and council committees are prepared and that the minutes, bylaws and other records of the business of the council and council committees are maintained and kept safe; and
- (b) ensuring that access is provided to records of the council and council committees, as required by law or authorized by the council.

**Purpose**

The purpose of this policy is to provide consistent and transparent minute-taking standards for open and closed meeting meetings to ensure that an accurate account of the decisions of Council are recorded in the permanent record of the Village of Belcarra, and for viewing by the public.

**Application**

This policy applies to meetings of Council (regular and closed formats) and other bodies as identified in Section 93 of the *Community Charter* which include:

- council committees;
- a municipal commission established under section 143 of the *Community Charter*;
- a Board of Variance established under Division 15 of Part 14 of the *Local Government Act*;
- an advisory body established by a council;
- a body that under this or another Act may exercise the powers of a municipality;
- a body prescribed by regulation.

Minute-taking standards for recording minutes of meetings are important in order to:

- Provide consistency of content and format of minutes over time;
- Provide guidelines to assist new minute-takers; and
- To eliminate ambiguity about what should and should not be included in meeting minutes.

## **Policy**

Village of Belcarra meeting minutes will be decision-only minutes rather than anecdotal or verbatim minutes, the only exceptions being the recording of public input at Public Hearing, delegations, presentations, and verbal reports, which shall be short summaries of key discussion points. With the exception of delegations and presentations, comments shall not be attributed to individuals. Details are as follows:

1. Minutes of meetings must be:
  - (a) legibly recorded;
  - (b) certified correct by the Corporate Officer; and
  - (c) signed by the Mayor or the Chair presiding at the Council Meeting.
2. Unless otherwise noted in this Policy, only decisions of Council will be recorded, including the motion, an amendment to the motion, the amended main motion, the names of the members who moved and seconded a motion or an amendment to a motion, the voting results, and the names of the members who opposed.
3. The meeting type and date will be recorded in the header of the minutes of the meeting; the page number and file path will be recorded in the footer of the minutes of the meeting.
4. The names of the Council members in attendance and absent will be recorded. The minutes will reflect the time of arrival and/or departure of a member arriving late or leaving early, and a note will be added in the chronological order of events to reflect attendance.
  - 4.1 In the event of a Council member taking a short break, this will not be reflected in the minutes unless the member is absent for a vote.
  - 4.2 In the event of a Closed meeting, the arrival and departure of staff and other persons in attendance will be reflected in the minutes. Names and titles of staff and other persons arriving or leaving a Closed meeting will also be reflected in the minutes.
  - 4.3 In the event of a Council member attending by electronic means, the method of participation will be recorded in the minutes. Should an interruption occur, the times of the interruption and the reconnection if applicable will be noted in the minutes.
  - 4.4 In the event a member declares conflict of interest and leaves the meeting, the departure and return of the member will be recorded, along with the reason given for the conflict of interest.
5. Where the order of business on an agenda is not followed in the meeting, the minutes will reflect the actual order of business, and the original item numbers will be reflected in the minutes despite being out of sequential order unless amendments to the agenda are made at the beginning of the meeting and a motion is passed to renumber agenda items accordingly.

6. The names and titles of Chief Administrative Officer and other senior staff in attendance will be recorded in the minutes as “Staff in Attendance”
7. The names, titles and company names of other people presenting information at the meeting will be recorded in the minutes as “Others in Attendance”
8. Public Question Period and/or Public Input: Limited minutes will be recorded. Names and general addresses of speakers, subject matter and short summaries of opinions, comments, questions and discussion points shall be reflected in the minutes. Verbatim transcripts will not be taken or form part of the minutes.
9. Time of start and adjournment will be noted.
10. Draft minutes will be placed on a future meeting agenda for adoption as soon as practically possible. The minutes of a previous meeting may, be adopted by Resolution of Council. An error or omission in the minutes may be identified by a Member orally and rectified by Resolution, failing which the adoption of the minutes will be postponed to the next meeting of Council.
11. Approved minutes will be signed by the Chief Administrative Officer, then the Mayor or the member presiding in the Chair at the meeting. Approved minutes will be made available for public inspection at the Village Hall during is regular office hours.
12. Section 11 does not apply to minutes of Closed Meetings.
13. If Council excludes staff from Closed Meetings as pursuant to Sections 91(1) and (2) of the *Community Charter*, the responsibility for minute-taking must be assigned to a Councillor in attendance at the meeting and will adhere to the minute-taking standards policy.

### **Policy Review**

This policy may be reviewed in September 2024