



# REPORT TO COUNCIL

To: **Mayor and Councillors**

Subject: Council Policy CO-74 – Minute-taking Standards  
for Open and Closed Meetings

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From: Kelly Kenney  
Corporate Officer

Date: October 22, 2020

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## RECOMMENDATION:

1. THAT Council Policy CO-10 – Council Minutes be repealed.
2. THAT Council Policy CO-74 - Minute-taking Standards for Open and Closed Meetings be approved.

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## PURPOSE:

The purpose of this report is to recommend replacement of Council Policy CO-10 - Council Minutes (Attachment 2) with a new more comprehensive policy CO-74 - Minute-taking Standards for Open and Closed Meetings (Attachment 1).

## POLICY:

Excerpt from Community Charter:

“Corporate officer

148 One of the municipal officer positions must be assigned the responsibility of corporate administration, which includes the following powers, duties and functions:

- (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;”.

Council Policy CO-10 – Council Minutes

## **COMMENTS/ANALYSIS:**

It is a legislated responsibility of the Corporate Officer to ensure accurate minutes of the meetings of council and council committees are prepared.

The City's current policy on minute-taking standards, which was approved in 2000, does not reflect current best practices for minute-taking. Additionally, the current policy only applies to minutes of Council meetings and does not distinguish between open and closed meeting minutes. Accordingly, a new policy is proposed which reflects current best minute-taking practices for both open and closed meetings of Council and committees.

Some of the more significant proposed changes include:

- Not recording the names of movers and seconders of motions. This reinforces the collective decision-making role of the group. Additionally, under parliamentary procedure there may be times when a member, though not necessarily in favour of a motion, seconds the motion in order to permit debate on the merits of the motion. Accordingly, being the mover or seconder of a motion should not necessarily be interpreted as being in support of a motion, but often it is. Any dissenting votes on a motion are formally recorded in the minutes.
- Having the policy apply to City committees and boards. Currently there are no consistent standards for the content of committee and board minutes resulting in differing content in committee minutes, depending on who the minute-taker is.
- Having decision-only minutes for closed meetings. Recording details of sensitive issues can expose the organization to risk; accordingly, it is a best practice in minute-taking to prepare decision-only minutes for closed meetings.
- Incorporating into the policy the acknowledgement of the traditional territory of the Katzie, Kwantlen, Matsqui and Semiahmoo First Nations at Council meetings held in the Council Chamber, as was directed by Council resolution at its September 16, 2019 Regular Council Meeting. Incorporating this direction into the policy ensures this Council direction is not lost over time as staff changes occur in the organization.

## **BUDGET IMPLICATIONS:**

N/A

## **ALTERNATIVES:**

Council may wish to propose changes/additions to the policy.

Respectfully Submitted,



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Kelly Kenney  
Corporate Officer

Attachments:

1. Proposed Policy – CO-74 - Minute-taking Standards for Open and Closed Meetings
2. Current Policy – CO-10 – Council Minutes

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:**

I support the recommendation.



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Francis Cheung, P. Eng.  
Chief Administrative Officer