

	Title: Minute-taking Standards for Open and Closed Meetings	Policy No: CO-74
	Category: Council Policy	Section: Administration
	Authority: Council	
	Date Adopted:	

1. Purpose:

The purpose of this Policy is to provide minute-taking standards for open and closed meeting minutes.

2. Scope:

This Policy applies to minutes of open and closed meetings of Council 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 parcel tax roll review panel established under section 204 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 or council;
- a body prescribed by regulation.

3. Definitions:

Anecdotal minutes: Capture point-form summaries of general discussion points, without attributing comments to individuals; summaries are followed by decisions made whether by motion or unanimous consent.

Council committee: as defined under the Community Charter means

- (a) a select committee of a council,
- (b) a standing committee of a council, or
- (c) any other body established by a council that is composed solely of council members

Decision-only minutes: Capture decisions made and actions authorized whether by motion or unanimous consent and do not include any discussion summaries.

Delegation: One or more participants scheduled to make a presentation at an open or closed meeting with respect to an agenda item.

Select Committee: A City committee or task group established by Council which has at least one Council member in its membership.

Standing Committee: A City committee or task group established by the Mayor which has Council members comprising at least half of its membership.

Verbatim transcript: Word for word transcript of who stated what during meetings.

4. Policy Statement:

1. The minutes of Council meetings held in Council Chambers will include the statement made by the presiding member at the beginning of such meetings that the land on which the Council gathers is the traditional unceded territory of the Katzie, Kwantlen, Matsqui and Semiahmoo First Nations.
2. Anecdotal minutes will be taken for open meetings, and will include:
 - a) Indication that a motion was moved and seconded,
 - b) Motions that have been moved and seconded and any amendments to motions;
 - c) summary of general discussion points, which may be in point form, of motions that have been moved and seconded;
 - d) Point form summary of staff responses to questions of Council or Committee members related to agenda items;
 - e) The outcome of the vote on a motion - Carried or Defeated;
 - f) The names of those who voted against a motion;
 - g) Decisions made by unanimous consent.
3. Decision-only minutes will be taken for closed meetings and will include:
 - a) Indication that a motion was moved and seconded;
 - b) Motions that have been moved and seconded and any amendments to motions;
 - c) The outcome of the vote on a motion - Carried or Defeated;
 - d) The names of those who voted against a motion;
 - e) Decisions made by unanimous consent.
4. Despite Section 3, the salient comments of delegations to open or closed meetings will be recorded and may be in point form summary.
5. With the exception of the Mayor's Inaugural Address at Inaugural Council Meetings, verbatim transcripts will not be taken or form part of the minutes.

4. References:

Policy Number:	CO-74
Policy Owner:	Corporate Officer
Endorsed by:	Senior Management Team
Final Approval:	Council
Date Approved:	
Revision Date:	
Amendments:	n/a
Related Policies:	n/a
Related Publications:	Sections 14 and 25(5) of Council Procedure Bylaw No. 2904; resolution passed by Council September 16, 2019