



REPORT TO COUNCIL

To: **Mayor and Councillors**

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

File #: 3900.01

Doc #:

From: Kelly Kenney
Corporate Officer

Date: September 3, 2025

RECOMMENDATION:

THAT updated Council Policy CO-74 – Minute-taking Standards for Open and Closed Meetings be approved.

PURPOSE:

The purpose of the report is to recommend approval of updated Council Policy CO-74 – Minute-taking Standards for Open and Closed Meetings.

POLICY:

Section 148 of the *Community Charter*, the duties of the Corporate Officer include the following:

- 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.

Section 124 (2) (c) of the *Community Charter*:

Council's Procedure Bylaw must:

(c) provide for the taking of minutes of council meetings and council committee meetings, including requiring certification of those minutes;

Council's Procedure Bylaw No. 3268 section 18 - Minutes of Meetings, subsection (3):

(3) Minutes content shall conform with the City's Minute-taking Standards Policy as amended from time to time.

Council Policy CO-74 Minute-taking Standards for Open and Closed Meetings adopted November 20, 2020.

Section 465 of the Local Government Act:

Public hearing procedures

(5) A written report of each public hearing, containing a summary of the nature of the representations respecting the bylaw that were made at the hearing, must be prepared and maintained as a public record.

Council Resolution adopted September 16, 2019 regarding inclusion of Indigenous Land statement:

"THAT at the beginning of each Council Meeting held in Council Chambers, the presiding member acknowledge that the land on which we gather is on the traditional unceded territory of the Katzie, Kwantlen, Matsqui and Semiahmoo First Nations"

COMMENTS/ANALYSIS:

Council Policy CO-74 Minute-taking Standards for Open and Closed Meetings was approved in 2020 to replace an outdated minute-taking standards policy approved in 2000. Staff have worked within the policy for several years, and, having reviewed how it is working, are recommending the policy be updated to:

- reduce ambiguity about what should and should not be included in meeting minutes;
- improve consistency of content and format in the City's various meeting minutes;
- provide minute-taking guidelines that reflect current best practices to assist City staff in their minute-taking duties.

BUDGET IMPLICATIONS:

N/A

ALTERNATIVES:

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

Respectfully Submitted,



Kelly Kenney
Corporate Officer

Attachments:

1. Proposed Updated Policy CO-74
2. Current Policy CO-74

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I support the recommendation.



Francis Cheung, P. Eng.
Chief Administrative Officer