

	Title: Minute-taking Standards for Open and Closed Meetings	Policy No: CO-74
	Category: Council Policy	Section: Administration
	Authority: Council	
	Date Adopted: November 2, 2020	

1. Purpose:

The purpose of this policy is to provide minute-taking standards for recording minutes of open and closed meetings in order to:

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

2. Scope:

This policy applies to minutes taken for public hearings, and 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 key discussion points in point-form summaries followed by decisions made and actions authorized, 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 only decisions made and actions authorized whether by motion or unanimous consent.

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

Member: A Council member, committee member, or member of another body identified in section 93 of the Community Charter.

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.

Unanimous Consent: Informal process by which routine or non-controversial decisions are made with acknowledged approval of all members present

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

4. Policy Statement:

1. Minutes of open and closed meetings covered under this policy will be decision-only minutes, with the exception of the recording of specific anecdotal information identified in this policy.
2. With the exception of specific circumstances identified in this policy, names of individual members will not be recorded in the minutes.
3. 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 on the traditional unceded territory of the Katzie, Kwantlen, Matsqui and Semiahmoo First Nations.
4. The following information, as applicable, shall be recorded in meeting minutes covered under this policy:
 - a. Standard meeting details including:
 - i. type of meeting;
 - ii. meeting date;
 - iii. meeting location;
 - iv. time the meeting is called to order;
 - v. names of members in attendance;
 - vi. names of members absent;
 - vii. names of members attending after the meeting is called to order; what time they enter and at what point in the meeting;
 - viii. identifying anyone participating in the meeting remotely and by which means (via videoconference or teleconference)
 - ix. names of staff members in attendance;
 - x. what time a named member leaves and returns to the meeting if:
 - o the member is absent for longer than five minutes; or

- the member is absent from a vote;
 - xi. taking a recess, including what time the meeting recessed, what time it reconvened, whether all the same members were still in attendance, if not, identifying any named member who was no longer in attendance after the recess;
 - xii. time the meeting is adjourned or closed.
- b. Procedural details including:
 - i. declaration of a conflict of interest by a named member, including statement of member regarding the reason for having the conflict of interest, what time the member left the meeting and what time they returned to the meeting;
 - ii. points of order raised, rulings on points of order, and any appeals of rulings.
- c. Decision-making details including:
 - i. When a motion has been moved and seconded;
 - ii. motions that have been moved and seconded and any amendments to motions, with the exception of any motions or amendments that have been withdrawn by the mover with the approval of the seconder;
 - iii. the outcome of the vote on a motion - Carried or Defeated;
 - iv. names of members who voted in opposition to a motion;
 - v. decisions made by unanimous consent;
 - vi. when applicable, wording to indicate that discussion amongst the members took place regarding the merits of the motion prior to voting on the motion;
 - vii. when applicable, wording that staff / presenter responded to questions from members with respect to the motion prior to voting on the motion;
 - viii. final wording of approved motions that have been amended.
- d. Presentation details including:
 - i. indication that a presentation was provided by staff, or a delegation;
 - ii. name, title, of presenter(s) and, if applicable, organization they represent;
 - iii. format of the presentation (PowerPoint, verbal);
 - iv. title or topic of the presentation;
 - v. title and date of staff report on agenda if referred to by staff in presentation;
 - vi. one sentence summary of the purpose of the presentation.
- 5. In addition to information identified in Section 4 of this policy, public hearing minutes shall include the following information:
 - i. procedural rules established for public hearings;
 - ii. fulfillment of statutory requirements;
 - iii. identification of each speaker who provides comments on the bylaw or bylaws that is/are the subject of the public hearing as follows:
 - first initial of first name and last name

- street of residence
 - city of residence
 - iv. if apparent, indication as to whether the speaker spoke in support or opposition to the bylaw/bylaws;
 - v. brief summary of key topics raised by speakers, which may be in bullet-point format. If the same key topics are raised by multiple speakers, reference to having raised the same key topics as previous speaker(s) may be reflected for subsequent speakers, rather than duplicating the same topics for each speaker.
6. Minutes shall conform to minutes templates developed by the Legislative Services Division.
 7. 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.

5. References:

Policy Number:	CO-74
Policy Owner:	Corporate Officer
Endorsed by:	Senior Management Team
Final Approval:	Council
Date Approved:	November 2, 2020
Revision Date:	
Amendments:	Updated policy in 2025 replaces original policy adopted in 2020
Related Policies:	
Related Publications:	Sections 18 and 33 of Council Procedure Bylaw No. 3268; resolution passed by Council September 16, 2019