

POLICY STATEMENT AND REGULATIONS

Number 100.7

POLICY FOR THE ESTABLISHMENT OF MINUTE TAKING STANDARDS FOR COUNCIL AND COUNCIL COMMITTEES

POLICY OBJECTIVE

The District aims to provide greater public access to municipal information and this access includes minutes of Council meetings, council committee meetings, and meetings of other advisory bodies established by Council, unless prohibited by law. In order to provide consistent content and format, to protect the integrity of the District's historical records, and to make it easy to retrieve minutes, Council has established standards for minutes of such meetings.

POLICY

All minutes of Council meetings, council committee meetings, and meetings of other advisory bodies shall follow the minute taking standards established in this policy.

1. All minutes shall follow the anecdotal standard by including objective and concise summaries or 'snapshots' of discussions, without attributing comments to individuals. Summaries of discussions are to be followed by the decision or motion voted on.
2. The standard layout of minutes shall be as shown on the attached schedule.
 - a) The Header at the top of the page shall contain the name of group that held the meeting, the date of the meeting and the page number of the minutes. If the meeting was a closed session the header should include 'Closed Session' after the name of the group.
 - b) The introduction to the meeting shall include a summary of the time, date, location, and those committee members and staff present at the meeting.
 - c) If a member must leave the meeting due to a conflict of interest, the minutes shall record the time the member left the meeting, the reason for the conflict, and the time they returned to the meeting.
 - d) The movers and seconders of motions, and those opposed to motions shall be recorded.
 - e) All draft minutes shall be forwarded to the Corporate Officer for circulation to Council.
 - f) All decisions requiring action from Council shall be forwarded to a Council meeting for consideration by Council.
 - g) All minutes shall be signed by the chairperson and recording secretary once adopted.
 - h) The original signed copies of adopted minutes shall be forwarded to the Corporate Officer for safekeeping and public access.
 - i) An electronic copy of adopted minutes of open sessions shall be forwarded to the Corporate Officer for placement on the District's website, when

possible.

Adopted: November 10, 2014

Rescinded: November 14, 2016

RESCINDED - NOVEMBER 14, 2016

Name of Group (Closed Session)

The Regular Meeting of the XXXXXXXXXXXX of the District of Summerland was held in the Council Chamber, 13211 Henry Avenue, Summerland, B.C., on (Day, Month, Date, Year) at (time)

Committee members in attendance were:

Committee members absent:

Staff members in attendance were:

(* denotes partial attendance)

1. CALL TO ORDER

Chairman XXXX called the meeting to order at XX p.m.

2. ADOPTION OF MINUTES

Moved by XXXXX, Seconded by YYYYYYYY,

THAT the minutes of the Regular Meeting of XXX Committee on (date) be adopted.

Carried.

3. ADOPTON OF AGENDA

Moved by XXXXX, Seconded by YYYYYYYY,

THAT the agenda be adopted (amended), etc.

Carried.

4. (Business items of the meeting)

5. TERMINATION

The meeting terminated at (time)

Certified Correct:

Chairman

Recording Secretary

/ (initials of minute taker)

