

Corporate Policy

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Section:	Administration	01
Sub-Section:	Manuals, Instruction, Guidelines	0340
Title:	Minute-Taking Standards	2017-01

Related Policies

Number	Title
01-0360-2016-01	Council Committee System

Approvals

Approval Date: September 19, 2017	Resolution #: <u>RC(CW)17/031 (CW17/117)</u>
Amended:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:

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Policy

Per 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.

It is desirable to establish minute-taking standards for recording minutes of 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.

The minute-taking standards outlined in this policy shall apply to all City of Port Moody Council, Public Hearing, Committee, and Internal Committee meetings.

Definitions

Anecdotal minutes – minutes that contain key discussion points in point-form summaries followed by decisions made and actions authorized.

Closed meetings – meetings to which the public is excluded.

Committee meetings – meetings of all committees of the Council of the City of Port Moody established in accordance with the Council Committee System Policy or relevant bylaws.

Decision-only minutes – minutes that are decision-based and capture only decisions made and actions authorized.

Internal Committee meetings – meetings of staff and internal stakeholders of the City of Port Moody, such as Labour Management Committee, Spirit Committee, etc.

Procedures

City of Port Moody meeting minutes will be decision-only minutes rather than anecdotal minutes, with the exception of specific aspects of meetings identified below where key discussion points will be reflected in short summaries. Details are as follows:

Closed Council Meeting Minutes

Minutes for Closed Council meetings shall be decision-only minutes—the only exceptions being the recording of delegations, presentations, and verbal reports, which shall be short summaries of key discussion points. With the exception of delegations and presentations, comments shall not be attributed to individuals.

Committee Meeting Minutes

Minutes for Committee meetings shall be decision-only minutes—the only exceptions being the recording of delegations, presentations, and verbal reports, which shall be short summaries of key discussion points. With the exception of delegations and presentations, comments shall not be attributed to individuals.

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Internal Committee Meeting Minutes

Minutes for Internal Committee meetings shall be decision-only minutes—the only exceptions being the recording of delegations, presentations, and verbal reports, which shall be short summaries of key discussion points. With the exception of delegations and presentations, comments shall not be attributed to individuals.

Public Hearing Minutes

Minutes for Public Hearings shall consist of a brief opening statement, including reference to fulfillment of legislative requirements; name, city of residence, and a short summary of comments made by members of the public who spoke; and a record of any decisions made.

Regular and Special Council Meeting Minutes

Minutes for Regular and Special Council meetings shall be decision-only minutes—the only exceptions being the recording of public input, delegations, presentations, and verbal reports, which shall be short summaries of key discussion points. With the exception of delegations and presentations, comments shall not be attributed to individuals.

Standards for Recording Procedural Details

The following details shall be recorded in the meeting minutes covered by this policy:

- type of meeting;
- meeting date;
- meeting location;
- time the meeting is called to order;
- names of members in attendance;
- names of members absent;
- names of staff members in attendance;
- time the meeting is recessed;
- time the meeting is resumed; and
- time the meeting is adjourned.

The following shall apply for all motions:

- names of movers and seconders of motions shall not be recorded; and
- names of members voting against a motion shall be recorded.

If a member leaves a meeting at any time, the member's egress and return (if applicable) will be recorded.

If a member declares a conflict of interest and leaves the meeting, the member's egress and return (if applicable) will be recorded, as well as the reason given for the conflict of interest.

Standards for Layout of Minutes

Minutes shall conform to minutes templates developed for City of Port Moody Council and Committee meetings by the Legislative Services Division.

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Standards for Filing and Electronic Archiving

Meeting minutes are permanent records of the City. Minutes shall be filed and maintained by the Legislative Services Division. Electronic copies of adopted minutes shall be saved under the appropriate classification in the City's electronic document management system and shall be given record status to protect and preserve their authenticity and integrity over time.

Reference

Mina's Guide to Minute Taking: Principles, Standards & Practical Tools shall be used as a reference in situations that have not been addressed in this policy.

Monitoring/Authority

The Corporate Officer shall be responsible for the maintenance of this policy.