

## POLICY MANUAL

<b>Title:</b> Council Meeting Minute Taking Standards	<b>Policy No : 3.16</b> <b>Supersedes: n/a</b>	
<b>Authority:</b> <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational <b>Approval:</b> <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	<b>Effective Date:</b> <b>December 10, 2019</b>	
	<b>Review Date: Dec. 2020</b>	
<b>Policy Statement:</b>  The City of Maple Ridge is committed to providing the public, staff and Council Members with accurate and informed minutes of meetings.		
<b>Purpose:</b>  This policy provides consistent and transparent guidelines to ensure that an accurate account of the decisions of Council are recorded in the permanent record of the City, and for viewing by the public.		
<b>Application:</b>  This policy applies to meetings of Council (regular, workshop and closed formats) and Committee of the Whole.		
<b>Requirements:</b>  <ol style="list-style-type: none"> <li>1. Unless otherwise noted in this Policy, only decisions of Council will be recorded, including the motion, amendment to the motion, amended main motion, the voting result, and the names of members who opposed.</li> <li>2. Council decisions will be allocated a unique Resolution Number indicating the year and a sequential number.</li> <li>3. The meeting date, time, place, and purpose will be recorded in the header to the minutes of a meeting.</li> <li>4. The names and titles of the Council members in attendance and absent will be recorded.</li> <li>5. The minutes will reflect the time of arrival and/or departure of a member arriving late or leaving early, and a note will be added in the chronologic order of events to reflect attendance.           <ol style="list-style-type: none"> <li>5.1. In the event of a Council member taking a short break, this will not be reflected in the minutes unless the member is absent for a decision.</li> <li>5.2. In the event of a Closed meeting, the arrival and departure of staff and other people in attendance will be reflected in the minutes.</li> </ol> </li> </ol>		

6. A member attending the meeting by electronic means, the method of participation will be recorded in the minutes.
  - 6.1. In the event of an interrupted connection, the time of interruption, and reconnection if application, will be noted in the minutes.
7. The names and titles of Chief Administrative Officer, General Managers, and statutory officers in attendance will be reflected in the minutes as Appointed Staff.
8. The names and titles of staff presenting information at the meeting will be recorded as Other Staff as Required.
9. The names, titles and company names of other people presenting information at the meeting will be recorded as Invited Guests.
10. Public Question Period: No minutes will be recorded. The number of speakers will be indicated. The subject matter may be indicated. Opinions, comments and questions about the subject shall not be reflected in the minutes.
11. Each agenda item will have a title and a short description reflected in the minutes.
12. Where the order of business on an agenda is not followed in the meeting, the minutes will reflect the actual order of business, and the original item numbers will be reflected in the minutes despite being out of sequential order.
13. Bylaws on the agenda for third reading following a public hearing will have the public hearing date reflected in the minutes.
14. Mayor's and Councillors' Reports: Prior to the close of the Regular Council meeting, the Mayor and Councillors may provide a verbal update report. The content of these reports will not be recorded in the minutes.
15. Time of adjournment will be noted.
16. The draft minutes will be placed on a future meeting agenda for approval as soon as practically possible.
17. Approved minutes will be signed by the Corporate Officer, then the Mayor or member presiding in the Chair at the meeting.