

<b>Title:</b> Council Meeting Policy		<b>Policy No:</b> 3.20  <b>Supersedes:</b> 3.01, 3.12, 3.14, 3.15, 3.16, 3.17, 5.26, 5.53
<b>Effective Date:</b> November 12, 2024	<b>Amended Date:</b> n/a	<b>Review Date:</b> November 12, 2026
<b>Policy Statement:</b> The City of Maple Ridge acknowledges its obligations to be transparent with the public and wishes to encourage public participation in Council meetings. Part of achieving this goal is to ensure the public is aware of Council-related procedures.		
<b>Purpose:</b> The purpose of this Policy is to outline certain Council-related procedures and is intended to coincide with and support the Council Procedure Bylaw.		
<b>Scope:</b> The scope of this Policy applies to all City Council, Staff, and the public.		
<b>Definitions:</b> <b>Chief Administrative Officer (CAO)</b> means the person appointed as Chief Administrative Officer to carry out duties as defined in section 147 of the <i>Community Charter</i> , or their designate.  <b>City</b> means the City of Maple Ridge.  <b>City Staff</b> means any person employed by the City as a full-time, part-time, temporary, or auxiliary employee.  <b>Community Charter</b> means the <i>Community Charter</i> , SBC 2003 c 26.  <b>Copyright Act</b> means the <i>Copyright Act</i> , RSC 1985 c C-42.  <b>Corporate Officer</b> means the person appointed as Corporate Officer to carry out duties as defined in section 148 of the <i>Community Charter</i> , or their designate.  <b>Council</b> means Council of the City of Maple Ridge.		

**Council Meeting** means any gathering to which members of Council have been invited, whereby quorum is obtained, at which discussion could be seen to be making decisions or moving towards making decisions and is a material part of Council's decision-making process. The term 'Council Meeting' includes regular Council Meetings, closed Council Meetings, Committee of the Whole Meetings, Council Workshops, and Special Council Meetings.

If there are any terms, procedures, or processes that conflict with the Council Procedure Bylaw or any applicable legislation, including but not limited to the Community Charter, the Bylaw or applicable legislation will prevail over this Policy.

**Procedure:**

***Council Meeting Recordings***

1. The official record of all open Meetings of Council shall be the adopted minutes. The live stream recording of an open Meeting of Council shall in no way detract or undermine the position of the adopted minutes as the official record of decisions.
2. The City may record and livestream public Council Meetings, and publish the recorded livestreams on their City website or any other platform designated for those purposes. Any meetings or portions of meetings closed to the public under sections 90 and 92 of the Community Charter are regarded as confidential and will not be live streamed or recorded.
3. Notice that the public council meeting will be livestreamed and recorded will be published on the meeting agenda, and, at the commencement of the meeting, the Corporate Officer will advise attendees of the meeting that the meeting is being livestreamed and recorded.
4. The Mayor, CAO, and/or the Corporate Officer have the discretion and authority to direct the exclusion of all or part of any meeting recording inappropriate to be published. Such direction will only be given in exceptional circumstances where deemed reasonable to do so.
5. The City will make every reasonable effort to ensure that live streaming and video recordings are available to the public. There may be situations where, due to technical difficulties, the live stream and video recordings may be unavailable or delayed. The City does not take responsibility for, and cannot be held liable for technical issues beyond its control.
6. Recordings of public Council Meetings will be retained in accordance with the City's Records Management Policy.
7. Any recordings of public Council Meetings are owned solely by the City. Permission is granted to produce or reproduce posted recordings for personal, non-commercial, educational, and news reporting purposes only, provided that the copied material is not modified or altered and the

ownership of the material is attributed to the City. For certainty, no person may use the recordings for political party advertising, election campaigns, or any other politically partisan activity.

***Minute Taking Standards***

8. Adopted minutes of Council Meetings are official records of the City.
9. The following will be recorded in the minutes for public Council Meetings:
  - (a) the decision of Council on agenda items, including the motion, amendments to the motion, the amended main motion, the voting result, and the names of Council members who were opposed to the item;
  - (b) the meeting date, time, place, and type of meeting;
  - (c) unique resolution numbers for each Council decision which indicates the year and a sequential number;
  - (d) a short summary of each agenda item;
  - (e) the names and titles of the Council members who were the movers and seconders of an agenda item;
  - (f) the names and titles of Council members and City Staff who were in attendance at the Council Meeting;
  - (g) the name and city of residence of any speakers, and the subject matter, will be indicated;
  - (h) the time of arrival and departure of any Council member who arrives late or leaves the meeting early, excluding short breaks, unless such Council member is absent for a decision during that break;
  - (i) if a Council member is attending by electronic means, this will be noted, as well as the occurrence and time of any connection interruptions that may occur;
  - (j) the names, titles, and any company names of any other third parties presenting at a Council Meeting, which will be noted under the agenda item in which they presented; and
  - (k) time of adjournment of the Council Meeting.
10. The following will be recorded in the minutes for closed Council Meetings:
  - (a) if a Council member is participating by electronic means, notes will be made of that Council member's verbal acknowledgment that they are in a secure area where no one else can hear them and that they will maintain confidentiality for the duration of the meeting, pursuant to the Council Procedure Bylaw.
11. No minutes will be recorded for the following:
  - (a) opinions, comments, and questions about a subject during public inquiry period; and
  - (b) the content of any verbal update reports provided by the Mayor or Council prior to the close of a regular Council meeting.

12. If the order of business on an agenda is not followed during a Council 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. The draft minutes of a Council Meeting will be placed on a future meeting agenda for approval as soon as practically possible.
14. Once minutes are approved, the approved minutes will be signed by the Corporate Officer and then the Mayor or Chairperson at the Council Meeting.

**Administration:**

This Policy will be maintained and administered by the Corporate Officer.

**Consequences:**

The City may rely on any applicable bylaws and legislation and the penalties thereunder to enforce these procedures.

**Accommodations:**

The City may consider requests made by a member of the public in relation to accommodating a disability that member of the public may have, insofar as it relates to being able to attend or participate at Council Meetings.

**(Administration Only)**

**Signature**

**Date Signed**

**Resolution No.:**

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