

TOWN OF STRATFORD - COUNCIL POLICY

Name:	Recording of Meetings	Policy Number:	2004-FA-01
Committee:	Finance and Administration	Approval Date:	November 10, 2004

1. General

The following is a guideline for the recording of minutes for meetings. The general principle is that decision meetings and meetings where members of the public are invited to make representations should be detailed to reflect the discussion, representations and decisions. These include Council, Public and Utility Board meetings. Other meeting minutes do not need to be detailed because the committees are generally making recommendations only and the minutes are, in essence, a report on the recommendations. These include special and standing committees and their sub-committees. A Town staff member will be assigned by the chief administrative officer to record minutes of Council, Public, Utility Board, standing and Special Committee meetings.

2. Council Meetings

a. Agenda

The following is the suggested agenda for Council meetings:

- i. call to order
- ii. approval of agenda
- iii. presentations from the floor
- iv. approval of minutes of council and public meetings
- v. mayor's report
- vi. chief administrative officer's report
- vii. special and standing committee reports and resolutions
- viii. business arising from minutes
- ix. other business
- x. proclamations
- xi. adjournment

b. Minutes

Council meeting minutes shall be tape recorded and the recording shall be kept until the minutes are formally approved at the next meeting. Minutes are an official record of the Public Council meeting. Minutes should be detailed and should fairly reflect the discussion among members of Council. Movers and seconders must be named, resolutions accurately recorded and dissenting votes must be named. Council minutes should include the following:

- i. location and date
- ii. attendance and regrets
- iii. time of start
- iv. approval of agenda
- v. summary of presentations
- vi. approval of minutes
- vii. summary of mayor's report
- viii. summary of chief administrative officer's report
- ix. committee report summary, summary of discussion on resolutions, exact wording of the resolution, whether the resolution was carried, lost or withdrawn and a record of who dissented from the majority vote.
- x. summary of discussion on other business
- xi. proclamations
- xii. time of adjournment

3. Public Meetings

a. Agenda

The following is the suggested agenda for Public Meetings:

- i. call to order
- ii. business items
- iii. adjournment

b. Minutes

Public meeting minutes shall be tape recorded and the recording shall be kept until the minutes are formally approved at the next Council meeting. Minutes are an official record of the public meeting. Minutes should particularly reflect the representations and objections of members of the public. Public meeting minutes should include the following:

- i. location and date
- ii. attendance by town officials and approximate number of residents and guests in attendance
- iii. time of start
- iv. summary of presentations
- v. detailed summary of resident representations and objections, identifying the speakers.
- vi. time of adjournment

4. Stratford Utility Board Meetings

a. Agenda

The following is the suggested agenda for Utility Board meetings:

- i. call to order
- ii. approval of agenda
- iii. presentations
- iv. approval of minutes
- v. business arising from minutes
- vi. new business
- vii. staff and sub-committee reports
- viii. correspondence and complaints
- ix. adjournment

b. Minutes

Utility Board meeting minutes shall be tape recorded and the recording shall be kept until the minutes are formally approved at the next meeting. Minutes are an official record of the Utility Board meeting. Minutes should include a brief summary of the discussion, any decision or recommendation made and any action items agreed upon. Movers and seconders must be named, resolutions accurately recorded and dissenting votes must be named. Utility Board minutes should include the following:

- i. location and date
- ii. attendance and regrets
- iii. time of start
- iv. approval of agenda
- v. approval of minutes
- vi. reports - brief summary of verbal reports, no record required of written reports
- vii. business items - brief summary of discussion, exact wording of the resolution, whether the resolution was carried, lost or withdrawn and a record of who dissented from the majority vote
- viii. time of adjournment

5. Special and Standing Committee Meetings

a. Agenda

The following is the suggested list of items and order of business for agendas for special and standing committees:

- i. call to order
- ii. approval of agenda
- iii. presentations
- iv. approval of minutes
- v. business arising from minutes
- vi. new business
- vii. staff, agency and sub-committee reports
- viii. correspondence and complaints
- ix. adjournment

b. Minutes

Standing and Special Committee meeting minutes are the record of the meeting used to fairly reflect the discussion of the committees and to accurately represent recommendations to Council. Minutes should include a brief summary of the discussion, any decision or recommendation made and any action items agreed upon. The minutes do not do not need to be recorded, movers and seconders do not need to be named and who voted for and against a resolution does not need to be recorded. Standing and Special Committee meeting minutes should include the following:

- i. location and date
- ii. attendance and regrets
- iii. time of start
- iv. approval of agenda
- v. approval of minutes
- vi. reports - brief summary of verbal reports, no record required of written reports
- vii. business items - brief summary of discussion, decision made and action to be taken
- viii. time of adjournment

6. Sub-Committees of Special and Standing Committee Meetings

a. Agenda

Sub-committees may set their own agenda for meetings or may choose not to follow a formal agenda.

b. Minutes

Sub-committees must submit a written report in the format of their choosing to reflect the discussion, recommendations and decisions of sub-committee. Reports may be in the form of minutes or simply a report from the chair or secretary. Town staff will not be assigned to record minutes of Sub-committees.