



Town of Conception Bay South Policy Manual

Title: Public and Privileged Meeting Minutes Policy

Policy Number: 033

Resolution Number: 17-494

Date Approved: December 19, 2017

PURPOSE:

To define and set forth a procedure for the record keeping of the Public and Privileged Meetings of the Council for the Town of Conception Bay South.

AUTHORITY:

- Access to Information and Protection of Privacy Act
- Municipalities Act, 1999
- Records Retention Policy, Town of Conception Bay South

PUBLIC MEETING PROCEDURE:

The Public Meeting of Council will be recorded manually by the Town Clerk or his/her designate. The Public Meeting Minutes will be adopted at the next Public Meeting of Council. These minutes will be maintained permanently and available for public viewing as per Section 215 (1)(a) of the Municipalities Act, 1999 and the Records Retention Policy of the Town of Conception Bay South.

The Public Meeting Minutes will contain background information previously provided in the Meeting Agenda and any motions that may result from the agenda items. No general discussion need be recorded.

The Public Meeting will not be recorded electronically unless decided upon by a 2/3 vote of Council.

PRIVILEGED MEETING PROCEDURE:

The Privileged Meeting of Council will be recorded manually by the Town Clerk or his/her designate. The Privileged Meeting Minutes will be accepted at the next Privileged Meeting of Council. The Privileged Meeting Minutes will remain strictly confidential as per Subsection 19 (1) of the Access to Information and Protection of Privacy Act.

As per Section 213 (3) of the Municipalities Act, 1999, decisions made at the Privileged Meeting of Council are not valid until ratified by a vote of Council at a Public Meeting. These decisions will be identified and voted upon individually under the appropriate section of the Public Meeting Agenda.

The Privileged Meeting of Council will not be recorded electronically.

REVISION HISTORY:

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