



Title: Public, Standing Committees and Committee of the Whole Meeting Minutes Policy

Policy Number: 033

Resolution Number: 21-443

Date Approved: December 7, 2021

PURPOSE:

To define and set forth a procedure for the record keeping of the Public, Standing Committees and Committee of the Whole 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 by the Town Clerk or 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.

Broadcasting of or video/audio recordings of a Public Meeting is permitted.

STANDING COMMITTEES MEETING PROCEDURE:

The Standing Committee meetings will be recorded by the assigned staff member. The decisions and recommendations will be adopted at the next Public Council Meeting. The minutes will be posted for public viewing with redactions as required per the Access to Information and Protection of Privacy Act.

COMMITTEE OF THE WHOLE MEETING PROCEDURE:

The Committee of the Whole Meeting of Council will be recorded by the Town Clerk or designate. The Committee of the Whole Meeting Minutes will be accepted at the next meeting. The Committee of the Whole Meeting Minutes will be posted for public viewing with redactions as required per the Access to Information and Protection of Privacy Act.



Title: Public and Privileged Meeting Minutes Policy

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As per Section 213 (3) of the Municipalities Act, 1999, decisions made at the Committee of the Whole 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.