

THE CORPORATION OF THE
CITY OF WHITE ROCK
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



POLICY TITLE: COUNCIL / COMMITTEE MINUTES

POLICY NUMBER: COUNCIL - 110

<i>Date of Council Adoption:</i> October 5, 2009	<i>Date of Last Amendment:</i> June 15, 2015
<i>Council Resolution Number:</i> 2009-477, 2013-082, 2015-214	<i>Historical Changes (Amends, Repeals or Replaces):</i> Housekeeping amendments
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

Policy:

All minutes shall state the meeting date, location, members in attendance, the time the meeting starts and terminates.

Council minutes will consist of a notation of the subject matter followed by a motion and recording the negative votes, if any.

Committee minutes will consist of a notation of the subject matter, significant points of discussion, followed by a motion (if any) and recording the negative votes, if any.

Corporate meeting minutes will not note the name of the mover and seconder of the motion, only the fact that they were indeed moved and seconded.

Public Hearing and Public Meeting minutes will consist of a brief opening statement, including how the hearing / meeting was advertised; name and address and / or city of the member of the public who spoke and the salient comment of each member of the public who spoke will be recorded.

Rationale:

Open discussion is not to be recorded, only actions and in the case of a public hearing / meeting the basic point the member of the public is communicating is only necessary.

Once a motion has been moved and seconded it belongs to all of Council as a collective action.