

2.2.v. Guidelines

ISLANDS TRUST COUNCIL MINUTES GUIDELINES

Trust Council: September 9, 1994

(Amended: September 27, 1996; December 5, 2003; September 15, 2005)

A: PURPOSE:

1. To ensure that properly called and constituted Trust Council regular meetings will be recorded, and minutes will be formatted, filed, released and available for public viewing, in a manner consistent with statutory requirements.

B: REFERENCES:

1. *Community Charter* Sections 95, 97, 100, 124
2. *Islands Trust Council Meeting Procedure Bylaw, 1994*
3. *Freedom of Information and Protection of Privacy Act*

C: GUIDELINE:

1. DRAFT MINUTES FORMAT

- 1.1. Draft Minutes must include the following set up in a standard format:

- i. Islands Trust Council;
- ii. Date of meeting;
- iii. Location of meeting;
- iv. Council members and staff present at meeting (use full name);
- v. Indicate status of Council members (i.e. Chair, Vice-Chairs, Local Trustees' Islands, etc.) and staff (e.g. Chief Administrative Officer);
- vi. Indicate approximate number of members of the public present; and
- vii. Note "Regrets" or "Absence" of any Council members.

- 1.2. Note what time the Chair calls the meeting to order.
- 1.3. Draft Minutes must record all resolutions which have been seconded and record whether they were carried or defeated.
- 1.4. Record business of the meeting in the order in which it is reviewed by Islands Trust Council.
- 1.5. Draft Minutes are intended to be a condensed version of the discussion that took place and must be written in the third person (i.e. Trustee Smith said..., It was agreed that..., It was noted that... etc.).
- 1.6. When recording comments of a member of Islands Trust Council, the member will be addressed by the title "Trustee" followed by the member's surname (e.g. Trustee Smith stated that...").
- 1.7. When recording motions which are moved and seconded, the names of the trustees moving the motion must be recorded.
- 1.8. The RESULT of the motion must be recorded (i.e. **CARRIED** or **DEFEATED** or **WITHDRAWN**).
- 1.9. The names of all trustees absent during a vote and all in opposition must be noted following the motion, unless the motion fails unanimously. e.g.:

22 IN FAVOUR
2 OPPOSED (SMITH, JONES.)
2 ABSENT (NELSON, McGILLICUDY)
CARRIED
- 1.10. Motions must only be one sentence long.
- 1.11. Any member of Islands Trust Council requesting the draft minutes to record their comment "for the record" shall have their comments recorded in the draft minutes.
- 1.12. If a member makes a declaration of conflict of interest under Section 100(2) of the *Community Charter*, or having made such a declaration and subsequently obtained legal advice makes a further declaration under Section 100(4), the person recording the draft minutes shall record the declaration, the reasons given for it and the time of the member's departure from the meeting room and, if applicable, of the member's return to the meeting room.
- 1.13. No abbreviations other than recognized planning abbreviations or standard contractions will be accepted.

- 1.14. Draft Minutes are to be written in sentence form (using point form within sentences is acceptable); no notes.
- 1.15. The time of adjournment must be recorded.

2. DISTRIBUTION OF DRAFT MINUTES

- 2.1. Draft Minutes are recorded, typed and signed by the Executive Coordinator or other designate. The Executive Coordinator signs the original copy of the draft minutes on the signature line (Recorder) which appears on the last page of the minutes.
- 2.2. The Executive Coordinator stamps minutes "Subject to Approval by Trust Council". The word "Draft" will also be placed on every page.
- 2.3. Draft minutes are distributed to Trustees prior to the Island Trust Council meeting when the draft minutes are to be considered for adoption.
- 2.4. A draft list of the substantive resolutions from a meeting will be made available to the public as soon as practicable after the meeting and will be clearly stamped with the word "Draft" on every page.

3. ADOPTING MINUTES

- 3.1. Draft minutes must be brought forward to the next Council meeting for adoption.
- 3.2. Once draft minutes have been officially adopted at the next Council meeting, the word "Draft" will be replaced by the word "Adopted" on every page of the adopted minutes.
- 3.3. Once draft minutes have been officially adopted, the Executive Coordinator will ensure that the Chair signs the original copy on the signature line which appears on the last page of the minutes and ensure that the minutes are filed in the Council Minutes Binder.

4. AVAILABILITY OF MINUTES TO THE PUBLIC

Adopted minutes shall be open for inspection by any person and any person may make copies and extracts of the minutes at all reasonable times upon request and on payment of the fee of 25 cents per page *Community Charter* Sections 95, 97.