



City of Kelowna  
1435 Water Street  
Kelowna, BC V1Y 1J4  
250 469-8500  
kelowna.ca

# Council Policy

## Minutes of Select and Standing Committee Meetings

APPROVED 2000-02-21

RESOLUTION: R975/09/10/19  
REPLACING: R128/00/02/21  
DATE OF LAST REVIEW: October 2009

1. All minutes shall state the meeting date and location, those members in attendance, and the time the meeting starts and terminates.
2. The minutes shall follow the order of the agenda for the meeting and be a record in point form of the issues raised and actions taken.
3. Any motions shall be determined by a majority vote of those members present, provided a quorum is achieved.
4. Pursuant to Section 9.20 of Council Procedure Bylaw No. 9200, a motion made at a meeting of a committee is *not* required to be seconded. Recommendations to Council, however, must be moved, seconded and voted on by the committee before advancing to Council.
5. Before a meeting or part of a meeting is closed to the public, a motion must be adopted by the committee stating (a) the fact that the meeting is to be closed and (b) the basis under section 90 of the *Community Charter* on which the meeting is to be closed.
6. The minutes of the closed meeting are to be entirely separate from the minutes of the open meeting, are to be clearly identified as being confidential and are photocopied on blue paper.
7. The minutes shall be signed by the Chair or presiding member at the meeting.
8. The staff liaison shall be responsible for ensuring that the signed minutes are forwarded to the City Clerk's Department for filing in the vault and to the City Manager's office for inclusion in the "Committee Meetings" binder for perusal by members of Council. (Suggest staff run a highlighter over the important issues to draw Council's attention to those sections in the minutes.)
9. Once the minutes have been signed, the staff liaison shall forward the minutes electronically to the City Clerk's Department for posting (other than minutes of closed meetings) on the City's Web Site and for circulation to Council.

### REASON FOR POLICY

To establish uniformity in the minutes of select and standing committee meetings.

### LEGISLATIVE AUTHORITY

Council Procedure Bylaw No. 9200 and Council Resolution.

### PROCEDURE FOR IMPLEMENTATION

As outlined in the policy.