

# Request for Decision



To: Regular Meeting  
From: **Corporate Services Department**  
Date: October 30, 2017  
Subject: Processes for Council Minutes  
Recommendation: **RESOLVED THAT Council instructs staff to omit the Councillor's name that moves or seconds a resolution during the minute taking processes for any type of Council or Committee meeting(s) as of November 1, 2017.**

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## Background

At the Committee of the Whole Meeting on October 16, 2017, the Committee discussed the report by the Corporate Services Department regarding best practices for Council Minutes and the recording of the names of the mover and seconder.

Excerpts of the previous memorandum are below:

For minute taking purposes going forward, we would like to omit the Councillor's name that moves and seconds a resolution. Opposed votes would still be recorded.

The attached article by Eli Mina, PRP (Professional Registered Parliamentarian), which includes ties to Robert's Rules of Order as well as FOI requirements. The article explains in details the reasons behind this suggestion. Other municipalities (including Castlegar) already have adopted this new standard.

As a summary, here are some key points from the article:

- a collective focus vs a personal focus
- the seconder only seconds the motion so the topic can be discussed by Council
- recording the mover could be misleading, as a healthy open-minded debate may alter the mover's opinion
- ownership of the motion is not with the mover and seconder, but with Council once moved and seconded
- it personalizes and politicizes the decision-making process by listing the mover and seconder
- FOI's and protection of privacy – the less names go into minutes the better
- at times, proposals for a resolution are made from multiple members of Council without a clear mover and seconder

If Council agrees to change the current process, staff would require a resolution of Council at a Regular Meeting.

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Below is a screenshot from a Regular Council Meeting minutes package from the City of Castlegar for Council to visualize how the mover and seconder would possibly be recorded if Council chooses to proceed with the changes. Castlegar has successfully used this way of recording minutes for the past 3-4 years.

<b>CALL TO ORDER:</b>	There being a quorum present, the Mayor called the meeting to order at 7: 05 p.m.
<b>AGENDA:</b> 276-17	Moved and seconded, that the agenda be approved as presented.
Carried.	


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## Benefits or Impacts

### General

Enhanced and more efficient minute taking processes. The focus would be on the resolution and the business of the City as a whole.  
Protection of Privacy for individual members of Council

### Strategic Impact

 Enhanced staff and minute taking efficiencies

 n/a

 n/a

 n/a

### Policy/Legislation

There is no legislation advising that Council members are required to be identified as a mover and seconder.

### Attachments

Eli Mina webpage <http://www.elimina.com/insights/movers.htm>

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### **Recommendation**

RESOLVED THAT Council instructs staff to omit the Councillor's name that moves or seconds a resolution during the minute taking processes for any type of Council or Committee meeting(s) as of November 1, 2017.

### **Options**

1. RESOLVED THAT Council accepts the report.
2. RESOLVED THAT Council does not accept the report.
3. RESOLVED THAT Council refers the matter back to staff for further information.