

Memo



To: Committee of the Whole
From: **Corporate Services Department**
Date: 2017-10-16
Subject: Processes for Council Minutes

Background

In 2017, the Deputy Corporate Officer and the Corporate Administrative Assistant attended training regarding best practices and procedures for efficient and effective minute taking and meetings management.

As part of the ongoing review processes, the Corporate Services Department has implemented a new meeting management software to streamline agenda creation processes and enhance delivery of agendas and minutes to the public and to Council. This project is roughly 75% complete and should be completed by the end of 2017 with all Councillors accessing agendas through a new web-based portal. (Council should be prepared for a small workshop in November/December or early in 2018 regarding the access of the new portal site.)

At this time, the Corporate Services Department would like to propose to Council another small but significant change.

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. This change would also then be included at the next revision or amendment of the Council Procedure Bylaw.


Benefits or Impacts

General


Enhanced and more efficient minute taking processes. The focus would be on the resolution.

Protection of Privacy for individual members of Council

Strategic Impact

 Enhanced staff and minute taking efficiencies

 n/a

 n/a

 n/a

Policy/Legislation

Possible inclusion of the changes into the Council Procedure Bylaw at a later time

Attachments

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