

# Committee of Council

## Memo

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Date	February 21, 2023
To	<b>Accessibility Advisory Committee</b>
From	Dylan McMahon, Manager, Legislative Services/Deputy City Clerk
Service Area	Corporate Services
Department	City Clerk's Office
<b>Subject</b>	Legislated Minute Taking Standards

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### **City Clerk's Office Support at Accessibility Advisory Committee Meetings**

Beginning on February 21, 2023 members of the Legislated Services team in the City Clerk's Office will begin providing direct support to the Accessibility Advisory Committee (AAC) by attending meetings to provide procedural advice and take meeting minutes. This change ensures that the AAC continues to operate in compliance with relevant legislation and by-laws while maintaining a high degree of transparency.

### **Municipal Act Minute Taking Requirements**

Section 239 (7) of the Municipal Act requires that the minutes of local boards (which includes the AAC) be recorded without note or comment and include all resolutions, decisions, and other proceedings of the meetings. As a result of this legislated requirement, the meeting minutes of the AAC (beginning as of February 21, 2023) will look different.

The legislated requirement for minutes to be recorded 'without note or comment' has been interpreted broadly across the municipal sector in Ontario to mean that local board minutes must be action oriented, including motions, resolutions and decisions while excluding the comments of individual meeting participants (whether committee members or staff). This ensures that meeting minutes reflect the decisions of the AAC as a whole, and not the opinions of individuals.

This is the same standard of minute taking used by City Council and other statutory committees like Heritage Guelph. As the Legislated Services team works to provide direct support to more of Guelph's advisory committees, the same method of minute taking will be adopted.

Examples of what will be included in AAC minutes:

- Motions that have been moved and seconded
- Amendments that have been moved and seconded
- Vote results (carried or defeated)

- The names of presenters and a one-line description of their presentation

Examples of what will not be included in AAC minutes:

- Feedback provided by individual committee members
- Questions asked by individual committee members
- Answers to questions provided by City staff
- Summaries of discussion or debate

## **Maintaining Transparency**

While the new minuting style is in keeping with the legislated requirements of the Municipal Act, it does reduce the amount of content available in meeting minutes. To ensure transparency and mitigate the loss of that content, AAC meetings will now be recorded and posted on [guelph.ca](http://guelph.ca). Using eScribe, the City's electronic agenda management tool, allows for those recordings to be bookmarked with the AAC meeting agenda. This allows members of the public, members of the AAC and City staff to look at a previous meeting recording, select an item on the agenda, and watch the debate and/or discussion regarding that specific item.

This ensures that every word spoken by all meeting participants remains in the public record while the minutes focus on actions taken by the AAC as a whole.

Departmental staff attending each meeting will continue to take notes to capture AAC member feedback but will also be able to use the meeting recordings to ensure their notes capture the entirety of the feedback provided by AAC members.

## **Examples of New Minute Format**

[December 12, 2022 Heritage Guelph Meeting Minutes](#)

[December 13, 2022 City Council Planning Meeting Minutes](#)

[January 25, 2023 City Council Meeting Minutes](#)

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### **Approved By**

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