

## **Corporate Services**

### **Previous Approval Process for Committee Meeting Minutes**

**Step 1:** The Secretary completed the minutes after the meeting adjourned.

**Step 2:** The Secretary attached the draft minutes to the next Committee Meeting agenda for Committee approval.

**Step 3:** The Committee would pass a motion to approve the minutes (depending on the Terms of Reference, this could be 4 months later).

**Step 4:** The Secretary would upload the Committee approved minutes to eScribe for Council approval at the next scheduled Council meeting (this could be several weeks later depending on the Council meeting schedule).

**Step 5:** Council would pass a motion to approve the Committee minutes.

**Step 6:** The Committee minutes are published, and the Committee could action any resolutions included in the minutes.

This process could take several months to gain Council approval for actionable resolutions due to the meeting frequencies and schedules.

### **Improved Approval Process for Committee Meeting Minutes**

**Step 1:** The Secretary to complete the minutes within 48 hours of the meeting adjournment.

**Step 2:** The Secretary to circulate draft minutes to Committee members, providing a 72 hour deadline to notify the Secretary of any omissions or errors within the minutes.

**Step 3:** The Secretary to make any necessary amendments.

**Step 4:** Following the deadline, the Secretary will send the minutes to the Clerk's Division for inclusion on the upcoming Council agenda, noting any actionable resolutions.

This enhancement will decrease approval-time significantly and will facilitate timely implementation of decisions. **Committee members are reminded that the minutes capture the decisions of the meeting and do not capture verbatim discussion.**