Grey County Logo Corporate Procedure

# Record of Council and Committee Meetings Procedure

**Approved by**: CAO **Endorsed by**:

**Date Approved**: **Last Modified Date**: 2011

**Replaces**: **Scheduled for Review by:** 2016

**Procedure Number: G-GEN-002-003 Parent Policy: G-GEN-002**

**Author: Clerk’s Department**

**References and Related Documents**

[Municipal Act 2001](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_01m25_e.htm)

[Municipal Freedom of Information and Protection of Privacy Act](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90m56_e.htm)

[By-law 4775-12 Procedural By-law](https://greydocs.greycounty.ca/ucm/idcplg?IdcService=GET_FILE&dDocName=GC_065165&RevisionSelectionMethod=LatestReleased&Rendition=Web)

[Agendas, Meeting and Resolutions](https://greydocs.greycounty.ca/ucm/idcplg?IdcService=GET_FILE&dDocName=GC_049906&RevisionSelectionMethod=LatestReleased&Rendition=Web)

[Agendas for Committee Meetings Procedure](https://greydocs.greycounty.ca/ucm/idcplg?IdcService=GET_FILE&dDocName=GC_049918&RevisionSelectionMethod=LatestReleased&Rendition=Web)

[Management of Resolutions from Other Municipalities](https://greydocs.greycounty.ca/ucm/idcplg?IdcService=GET_FILE&dDocName=GC_049870&RevisionSelectionMethod=LatestReleased&Rendition=Web)

[Agendas for Council Meetings Procedure](https://greydocs.greycounty.ca/ucm/idcplg?IdcService=GET_FILE&dDocName=GC_042498&RevisionSelectionMethod=LatestReleased&Rendition=Web)

[Closed Meeting Procedure](https://greydocs.greycounty.ca/ucm/idcplg?IdcService=GET_FILE&dDocName=GC_057856&RevisionSelectionMethod=LatestReleased&Rendition=Web)

[Closed Meeting Investigator Procedure](https://greydocs.greycounty.ca/ucm/idcplg?IdcService=GET_FILE&dDocName=GC_059234&RevisionSelectionMethod=LatestReleased&Rendition=Web)

**Forms**

## Purpose

This procedure defines the recording, access and retention of Council and Committee minutes of the Corporation of the County of Grey meetings.

## Scope

This procedure applies to Members of Council, County employees and the general public. Minutes of meetings constitute the official record in accordance with the Municipal Act, 2001.

## Procedure

### Minutes of Council or Committee Meetings

* Meetings of Council and Committees (standing committees, special committees) will be recorded in the form of minutes.

### Access to Minutes

* Minutes of meetings for Council and Committee meetings are available on the County’s website, or are available for purchase from the Clerk’s Office.

### Retention

* Minutes shall be retained in accordance with the Municipal Act, 2001.

### Responsibilities

* The County Clerk shall be responsible for maintaining all records of Council and Committee meetings.