



POLICY-PROCEDURE MANUAL

TITLE: ADMINISTRATIVE CORRECTIONS POLICY

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Prepared By	Authorized By	Date of Issue or Revision
K. Enders	Council	November 15, 2021

Minutes are to be corrected when mistakes are recognized, regardless of the time that has passed.

This policy allows the Corporate Officer, to amend minutes that do not affect the overall intent of the minutes.

For example, these would be issues that are factually incorrect such as:

- Typos of words, or names
- Incorrect voting records that do not affect the outcome of a motion (i.e., if a Council member was recorded incorrectly, but where the motion was still of the same result)
- Incorrect dates, times, or staff presence

The Chief Administrative Officer will be made aware of any corrections, and in their discretion, circulate the corrections to Council for information.

There are some corrections that must be returned to Council for correction.

Examples where the minutes would be returned to the Council for correction:

- Where the intent may be different than what was recorded
- Where a motion was incorrectly captured
- Any type of change to Public Hearing minutes
- Incorrect Council presence
- Where the voting record was incorrectly captured, and that the result of the motion is not correct

It is within the power of the Council to require minutes to be reviewed and brought back to a future Council meeting if there is a perceived discrepancy between what happened, and what was recorded within the minutes.

Council is a continuous body under section 114(2) of the *Community Charter* and can approve minutes of Council in which they were not present.

However, it shall be the procedure that the last meeting of Council before a newly elected Council is inaugurated, Council will recess to give the recorder time to complete and present those meeting minutes for approval by Council.

In contrast to the above process, minutes that need to come back to Council from an earlier elected Council due to recognized errors will need to be approved by the presently sitting Council.