

# Memorandum

Date: June 25, 2024

To: Members of Council

From: Kevin Klingenberg, Municipal Clerk, Corporate Services

Subject: Referral of April 25 Planning and Development Committee Meeting Minutes

Council decided the following at their April 30, 2024 meeting:

**Moved by:** Councillor L. Kiernan      **Seconded by:** Councillor C. Early

2024-085

That the April 25, 2024 Planning and Development Committee – Public Meeting Minutes be referred to the Municipal Clerk to amend the minutes to reflect the comments as they appeared on the floor of the meeting.

These minutes presented on the June 25 Council meeting agenda have been amended to reflect the public comments made through fully reviewing the video recording of the April 25, 2024 Council meeting while maintaining compliance with the Procedure By-Law section 9.1 and the *Municipal Act, 2001 section 228(1)(a)* to record meeting proceedings without note or comment.

The Procedure By-Law Section 9 (Minutes) does not prescribe the level of details needed or how to record public comments made at Public Information Meetings. The minimum requirements of the *Municipal Act, 2001* are to record 'other proceedings of the council' without further provision of the level of detail. Procedure By-Law Section 9 (Minutes) are scheduled for review in July 2024 as a part of the Procedure By-Law work plan, where Council will be presented an opportunity on updating minute-taking requirements for Public Information Meetings.

Procedure By-Law section 9.3 states that the minutes shall be presented to Council at the next meeting for confirmation. These April 25, 2024 Public Information Meeting minutes were included on the April 30, 2024 Council meeting to maintain compliance with the Procedure By-Law. Confirmation of these minutes do not require a Council decision, or an associated resolution. Any absence of confirmation does not prevent or invalidate any associated Council decision arising from items listed on the minutes at the associated Council meeting where the Council decisions are made.

## ATTACHMENTS

None.