

TOWN OF ANNAPOLIS ROYAL POLICY

Title:
Policy on Unapproved and Approved Minutes

Policy No.:
2002-6
Effective Date:
April 15, 2002

Supersedes: N/A

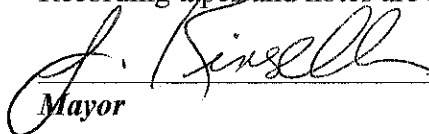
Approval By Council Motion No.: 7

Purpose:

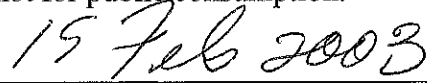
Definitions:

Policy Statement:

1. Unapproved minutes will be circulated to the Mayor or Chair of the Committee concerned for Mayor/Chair to read and approve for circulation to Council/Committee.
2. Unapproved minutes will be circulated to members of Council or the Committee concerned after the Mayor/Chair has agreed with the contents of the minutes.
3. No unapproved minutes will be circulated to any other person except those noted above.
4. Unapproved minutes will be presented at the next meeting of Council or the Committee concerned for a motion of approval.
5. Once the minutes have been accepted by Council or the Committee concerned, they then are a public document and can be read by others.
6. Every set of minutes should be clearly labeled as "Unapproved" or "Approved".
7. Recording tapes and notes are a staff tool and not for public consumption.



Mayor



Date