



STAFF REPORT

For: Mayor and Council
Prepared by: John France Acting CAO
Subject: Minutes 2020
Meeting date: October 6, 2020

BACKGROUND

Staff have reviewed minutes produced since March 2020 and have found a number of anomalies which need to be corrected.

DISCUSSION

Here are the identified issues:

Item	Issue	Solution
1	A number of minutes have not been adopted by Council	These minutes are included in the regular and in camera October 6 agendas
2	A number of minutes have not been signed by the presiding Elected official	Signatures are required, see comments below
3	A number of minutes were not completed	These minutes have been included in the October 6 agenda
4	Resolution number applied since March for all meetings are misnumbered	All minutes since March have been renumbered consecutively

Items 1-3 can be finalized as per the solution. Item 4: Staff suggest that the revised minutes be signed off by the current Acting Mayor. The only changes to the minutes include minor formatting and resolution number changes, resolution wording has not been changed and most have been adopted therefore no changes can be made. The revised minutes are available for all Council to review.

April 28 in camera Minutes: These minutes were identified by Staff as not having been signed. We have since determined that they have indeed been signed by the presiding elected official and therefore no further action is needed.

STAFF RECOMMENDATIONS

Recommended Resolutions:

THAT Council receive the Minutes 2020 report,
AND THAT the Acting Mayor be authorized to sign off on the revised minutes for March to September 2020.

Respectfully submitted,

John France Acting CAO