



Effective date September 9, 2010
Approved by Capital Region Board

BOARD MEETING MINUTES

PURPOSE

To outline the approach to the taking of minutes and identify the purpose of audio recordings of Capital Region Board meetings.

POLICY

Minutes will be recorded for the public sessions at all Board meetings to capture topics discussed, motions and required actions. Approved minutes will serve as the Record of Decisions of the Board.

Public sessions at the Board meetings will be audio recorded to assist in the preparation of the written minutes. Audio recordings in and of themselves are not the official record of the Capital Region Board meetings and are therefore not available to the public at any time.

GUIDELINES

1. Administration is responsible to prepare the minutes by recording topics discussed with brief comments, as appropriate, along with any motions and decisions made and the required actions.
2. If a Board Member is replaced by an Alternate Member at the Board table or vice versa, the minutes will indicate the same as well as the time that the replacement occurred.
3. Draft minutes are submitted to Board members for review with approval taking place at the next meeting. Meeting minutes are draft only, until approved by the Board. Meeting minutes are posted on the Capital Region Board website.
4. Board members, designated Board alternates, and Municipal Chief Administrative Officers (or their designate) will be provided with access to listen to full recordings of any meeting at the Capital Region Board office.
5. All meeting minutes and audio recordings will be retained at the Capital Region Board office.

Nolan Crouse, Board Chair

Revisions		
Date	Status	Comments
April 14, 2016	Approved	Board approved