

# Rural Municipality of McKillop No. 220

## Policy # ADM-003

**Policy Title:** Website Meeting Minutes Posting

Policy Objective	To ensure that the public is provided with adequate opportunity to review the minutes of Council meetings
Authority	Resolution # 287/2016
Supporting Bylaw	
Related Policy(s)	N/A

**Legislative Authority:**

*The Municipalities Act*

**Municipal documents**

**115(1)** Minutes of council meetings must be signed by:

- (a) the person presiding at the meeting at which the minutes are approved;  
and
  - (b) the administrator or the administrator's designate whichever was present at the meeting at which the minutes are approved.
- (2) If a council has delegated a power, duty or function to a council committee, the minutes of a council committee meeting that deal with the power, duty or function must be signed by:
- (a) the person presiding at the meeting at which the minutes are approved;  
and
  - (b) the administrator or the administrator's designate whichever was present at the meeting at which the minutes are approved.

**Inspection of municipal documents**

**117(1)** Any person is entitled at any time during regular business hours to inspect and obtain copies of:

- (d) the minutes of the council after they have been approved by the council.

**Policy:**

1. Following approval and signature of the minutes of any meeting of the Council of the R. M. of McKillop No. 220, the meeting minutes and all attached documents shall be posted on the R. M. of McKillop No. 220 website within four (4) business days.
2. Following posting on the R. M. website, meeting minutes shall remain on the website for a period of two (2) years from the date of the meeting after which time the meeting minutes and all attached documents shall be removed from the R. M. website.

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Date Approved: **July 11, 2016**

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