

Somerset Gardens Policy on Board Meeting Minutes

Policy Objectives

The Board recognizes that pursuant to the Condominium Act, it has a responsibility to make Board meeting minutes available to an owner, a purchaser or a mortgagee of a unit or an agent of one of them. This policy is intended to provide guidelines for Board members to fulfil this responsibility.

Board Secretary

The Board secretary is tasked with the responsibility of taking minutes at all formal Board meetings.

Content of Minutes

Meeting minutes capture the essential information of a meeting – Minutes are meant to record basic information such as decisions and assigned actions. They keep attendees on track by reminding them of their role in a project and clearly define what happened in a group session. Then they can be saved and used for reference or background material for future meetings relating to the same topic.

Since the primary function of minutes is to record the decisions made, any and all official decisions must be included. If a formal motion is proposed, seconded, passed, or defeated, then this is recorded. The voting tally may also be included. The part of the minutes dealing with a routine motion might note merely that a particular motion was "moved by Board member and passed unanimously." It is not necessary to include the name of the person who seconds a motion.

Meeting minutes begin with the name of the body holding the meeting, place, date, list of people present, and the time that the Chair called the meeting to order.

The minutes then record

- what the issues were
- what was discussed
- what the decisions were
- and what the resulting action items were

The minutes are not verbatim minutes but rather action and decision minutes.

Drafting and Finalizing the Minutes

The secretary will circulate the draft minutes to all Board members as soon as possible after the conclusion of the meeting. Board members will suggest their amendments to the secretary and the final version of the minutes will be circulated to the Board at least 5 days prior to the next Board meeting.

The Board members will have one last opportunity to amend the minutes at the next Board meeting. The minutes will then be approved at the Board meeting.

Privacy Officers

The Board will appoint members of the Board to serve as Privacy Officers. The Property Manager will also act as a privacy officer.

When the Board receives a request for a copy of the minutes pursuant to section 55 of the Condominium Act, these Privacy Officers will be responsible for reviewing the approved minutes of Board meetings and producing “sanitized” copies that have all private or confidential information removed and are fit for distribution to owners.

Sanitized Material

Reasons to exclude information could include:

- the material is “confidential” or “private”, as defined by the *Condominium Act* or the *Personal Information Protection and Electronic Documents Act*;
- Information relating to specific units, owners or residents
- Information relating to any actual or pending litigation
- Information about the corporation’s employees
- the material is not “confidential” according to the *Act*, but disclosing it in the minutes could reasonably be expected to cause harm to the Corporation; or

In all cases, the Board makes the final decisions on what will be included in the sanitized minutes.

Timelines for disclosure

In all cases, the Board will attempt to ensure that sanitized minutes are approved approximately one month following the request for the minutes or at a reasonable time thereafter.

Accessibility

Sanitized minutes will be distributed to any owner, on request. The minutes will be printed in hard copy, and will be facsimiles of the original approved minutes. Written requests sent to the Board or the Property Manager by mail or email will be acknowledged within 10 business days of receipt and the requestor will be given an estimate of the time that they will receive the minutes.

The person requesting the minutes will be charged a reasonable fee to compensate the corporation for the labour and copying charges prior to receiving copies of the minutes.

Board Meeting Summaries

The meeting summary is meant to be a high-level summary of items discussed and decisions made at our meetings. Its purpose is to provide regular updates to owners about what the Board is working on. The summaries are posted to our website as soon after the meeting as it is available and approved by the majority of the Board. A copy is inserted into the “board’s binders” and kept in the Library.