

GHOST LAKE

DATE MAY 05, 2022

POLICY – PUBLISHING OF UNADOPTED MEETING MINUTES

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Purpose

1. The purpose of this policy is to:
 - a. Provide a procedure for publishing unadopted meeting minutes for Summer Village of Ghost Lake Council meetings

Definitions

2. The following definitions will be used in this policy:
 - a. *Council* means the Council of the Summer Village of Ghost Lake.
 - b. *Chief Administrative Officer* means the Municipal Administrator of the Summer Village of Ghost Lake as appointed by the Council
 - c. *Planning and Development Technologist* means the Municipal Policy Officer for the Summer Village of Ghost Lake as appointed by the Council

Policy Details

3. The meeting minutes recorded in every Council meeting must be recorded by the Planning and Development Technologist and;
 - a. Edited and sent to Council for review within the next 5 business days of the day the Council meeting was held, and;
 - b. Reviewed by the Council members, and sent back to the administration with feedback
4. The Planning and Development Technologist will then incorporate the feedback and publish the unadopted Council meeting minutes on the Summer Village of Ghost Lake website within the next 5 business days of sending it to Council
5. The unadopted Council meeting minutes shall be published 10 business days after the meeting has occurred
6. The adopted meeting minutes shall be published on the website once Council has officially adopted the meeting minutes during a future meeting

Adopted by Council on the 11th of May, 2022

Mayor



Chief Administrative Officer