



**Title Publication of Council, Committee of Council, Committee Reports, and Meeting Packages on Municipal Website**

**Approved by Council**

**Date:** April 28, 2026

**Policy Review Notification**

**Date:** April 8, 2026

**Policy Review**

**Date:** April 14, 2026

I certify this to be a true copy of the **Publication of Council, Committee of Council, Committee Reports, and Meeting Packages on Municipal Website Policy** as adopted by the Municipal Council of Richmond County at a Public Meeting held on April 28, 2026.

Shelley David, Municipal Clerk

**1. Purpose**

1.1 This is the Municipality of the County of Richmond “Publication of Council, Committee of Council, Committee Reports, and Meeting Packages on Municipal Website” Policy.

**2. Policy Statement**

2.1 It shall be the policy of the Municipality of the County of Richmond that approved minutes of Council, Committees of Council, Committee Reports provided to Council, and meeting packages will be posted on the municipal website.

2.2 Agendas and meeting packages for Council and Committees of Council are provided two days prior to the meeting.

2.3 Municipal Council will not publish or distribute minutes of “In-Camera” meetings of either Council or Committees of Council.

**3. Policy Guidelines**

3.1 Municipal staff will prepare minutes for Municipal Council Meetings, and meetings of Committees of Council; and these minutes will be presented to the following Council or Committee of Council meeting for approval.



- 3.2 Municipal staff will prepare a report from Committees of Council, and provide them to Council for consideration.
- 3.3 Municipal Council, and Committees of Council, will consider the minutes prepared by staff, and will consider and approve the minutes, with or without amendments.
- 3.4 Municipal staff will publish the minutes of Council meetings, and the Committee reports received at Council Meetings, within 10 business days following the approval of the Council minutes.
- 3.5 Municipal staff will publish the minutes of Committees of Council within 10 business days following the approval of the Committee minutes.
- 3.6 Municipal staff will not publish or distribute minutes of any “In-Camera” meetings of Council or Committees of Council, unless directed to do so by a resolution of Council, or a law enforcement organization or Court.
- 3.7 Municipal staff will publish agendas and meeting packages for Council and Committees of Council on the Municipal Website two days prior to the meeting.

## Policy Review/Amendment Schedule

Date of Review	Formally Advertised and Amended by Council
April 14, 2028	April 28, 2026 – Amended/Adopted
July 26, 2023	Amended/Adopted
June 16, 2008	Adopted