

Carleton Condominium Corporation No. 486
POLICY STATEMENT #18 – DISTRIBUTION OF BOARD MEETING
MINUTES

The present policy statement is in addition to the Policy Statement #11.

Carleton Condominium Corporation No. 486 (“CCC No. 486”) recognizes the requirement to effectively communicate Board decisions with its owners.

To this effect:

1. Minutes of each Board meeting shall be recorded by the Board Secretary;
2. Board discussion and decisions relating to confidential matters such as those relating to employment issues and/or information concerning individual unit owners or residents shall be recorded by the Board in camera;
3. After each board meeting, the draft minutes shall be distributed to each board member via email distribution;
4. The draft minutes shall be edited and/or corrected as may be required and shall be approved for distribution (with the exception of in-camera minutes) by the Board of Directors via email consultation between board members, within a reasonable time;
5. In camera minutes shall be edited and/or corrected as may be required and shall be approved by the Board of Directors via email consultation between board members, however said in-camera meeting minutes shall not be released for publication;
6. Such approval of the Board minutes shall be recorded in the following month’s minutes;
7. Once approved by the Board for distribution, owners may pick up a copy of the approved minutes at the Property Manager’s office, during office hours. These approved minutes will be distributed by email to those owners who have indicated they wish to receive the minutes in this manner.