

Attachment 4 – Municipal Scan relating to the publishing of Minutes

Municipality	Population	Subsection 2.6.3 – Minutes (Publishing of draft minutes)
ORANGEVILLE, TOWN OF	28,900	7.4.1 The draft minutes of any regular or special meeting of Council, held at least seven days before a regular meeting of Council, shall be listed on the Agenda for consideration at the next regular meeting of Council.
CENTRE WELLINGTON, TOWNSHIP OF	28,191	4.1.4 Minutes of each Meeting of Council are presented to a subsequent regular Meeting of Council for approval & Minutes of Council and Committees will be posted on the Township's website following approval by Council.
LEAMINGTON, MUNICIPALITY OF	27,595	N/A
GRIMSBY, TOWN OF	27,314	The minutes of each meeting of Council shall be presented at the next Regular Meeting of Council for approval.
FRONTENAC, COUNTY OF	26,677	N/A *mentions Committee of Council Minutes in a timely manner
WOOLWICH, TOWNSHIP OF	25,006	N/A
PRINCE EDWARD, COUNTY OF	24,735	The Clerk shall maintain a record of all minutes of meetings in the Clerk's office that shall be signed by the Presiding Officer and the Clerk upon approval of the same by Council, which, with the exception of minutes of Closed Meetings, shall be posted on the County's website and available for public viewing within 7 working days.
CLARENCE-ROCKLAND, CITY OF	24,512	N/A
KING, TOWNSHIP OF	24,512	The draft minutes of the last Meeting(s) shall be listed on the Agenda for adoption.
EAST GWILLIMBURY, TOWN OF	23,991	The Minutes of each Council and Committee of the Whole Council meeting shall be presented to Council for adoption at the next regular meetings.
LINCOLN, TOWN OF	23,787	The minutes of each Council and Committee Meeting shall be presented to Council at the next Regular Meeting for confirmation.
TECUMSEH, TOWN OF	23,229	It shall be the duty of the Clerk to ensure that the minutes of the last regular meeting and all subsequent special meetings held more than three (3) days prior to a regular meeting, are placed on the next following regular Council meeting agenda.
AMHERSTBURG, TOWN OF	21,936	Minutes that are not considered "confidential" will be made available to the public as soon as the material is complete and adopted by Council . Minutes can be viewed via the link to on the Town's website or can be obtained for a fee at the Clerk's office.
COLLINGWOOD, TOWN OF	21,793	The minutes of a Meeting shall be approved at the next Regular Meeting or as soon as practical.
SCUGOG, TOWNSHIP OF	21,617	N/A
KINGSVILLE, TOWN OF	21,552	N/A
BROCKVILLE, CITY OF	21,346	It shall be the duty of the Clerk to ensure that the minutes of the last regular meeting, and all special meetings held more than five [5] days prior to a regular meeting, together with the agenda prepared in accordance with Clause 17 are mailed or delivered to each Member not less than forty-eight [48] hours before the hour appointed for the holding of such regular meeting.
OWEN SOUND, CITY OF	21,341	N/A
LUXBRIDGE, TOWNSHIP OF	21,176	presented at next regular council meeting
ESSA, TOWNSHIP OF	21,083	N/A
ORO-MEDONTE, TOWNSHIP OF	21,036	N/A
STRATHROY-CARADOC, MUNICIPALIT	20,867	Minutes of Meetings are submitted to the next meeting of Council for receipt.
WASAGA BEACH, TOWN OF	20,675	N/A
WILMOT, TOWNSHIP OF	20,545	
ESSEX, TOWN	20,427	<i>Committee, Sub-Committee and Local Board Meeting minutes must be completed and circulated by the Secretary to the Committee, Sub-Committee or Local Board Chair and then forwarded to the Clerk within one week of the Meeting date.</i>