
Council Policy

Policy Name	Preparation of OAA Meeting Agendas and Notes
Issue Date	January 26, 2021
Revision Dates	N/A

Agendas and Meeting Notes for OAA Committees, Task Groups, and Working Groups are to be prepared in accordance with the standard format and procedures outlined below. The purpose of this policy is to ensure Agendas and Meeting Notes for OAA Committees, Task Groups, and Working Groups are standardized and follow the OAA Visual Identity Program to maintain consistency in format and writing as well as to reflect a summary of the discussion, record of agreed to action items, individual(s) responsible, and timelines for completion.

1. Agendas

For each OAA Committee, Task Group, and/or Working Group, the appropriate support Staff will be responsible for the following with respect to the meeting Agenda:|

- working with the Committee Chair to draft the agenda for the meeting;
- confirming, preparing, and consolidating any materials to be attached to the agenda;
- preparing the final agenda package in a PDF format with bookmarks; and
- sending that agenda package electronically (or post to e-communities as appropriate) to the members of the Committee at least four business days in advance of the meeting date, unless otherwise agreed with the Chair.

The Chair is responsible for:

- working with the appropriate staff members to identify items to be included on the agenda.

The standard template format for Agendas will be used. A copy of the template is available to Staff for use under prj.common/templates/Meeting Agenda.

2. Meeting Notes:

For each OAA Committee, Task Group, and/or Working Group, the appropriate support Staff will be responsible for the following with respect to the Meeting Notes:

- attending the meeting and recording the discussion;
- drafting the notes within three business days of the meeting; and

- forwarding electronically to the Chair the draft notes of the meeting for review, comment, and approval;
- completing edits and revisions once received back from the Chair;
- proofreading the document (one additional staff proofer is required); and
- sending out as a pdf file to the full Committee, including the Chair, within two business days of the Chair's response.

The Chair is responsible for:

- responding to the review request within three business days of receipt of the draft notes.

The Meeting Notes will be attached to the next meeting agenda in order to receive any further comments or questions about accuracy from Committee members. The group will collectively agree as to whether further edits are required. At that point, the notes are considered final. There is no vote required to accept a set of meeting notes.

Total timeline: Meeting Notes are to be completed within 10 days of the meeting and distributed to the Committee members.

3. Content of Meeting Notes

Meeting Notes are to be succinct summaries of the discussion and main ideas. Discussion, ideas, and/or comments will not be attributed to any one member of the Committee. When an action or direction has been agreed to, it will be recorded at the end of the item summary and the person(s) responsible along with the deadline will be noted.

4. Format

The standard format for OAA Meeting Notes has been developed to support the above content parameters. A copy of the template is available to Staff for use under [prj.common/templates/Meeting Notes](http://prj.common/templates/Meeting%20Notes).

