

INFORMATION

University Council

Date: October 23, 2025

Subject: Recording Meetings for Minutes

Agenda Item: 4.2

SUMMARY

During the Council meeting held on September 25, 2025, Secretary Demkiw mentioned that the Governance Office would like to begin using Zoom to record audio of Council meetings for the purpose of taking minutes.

- Recordings would be used and viewed by Governance Office team only
- Once minutes are approved at the next meeting, recordings will be deleted
- Continue to follow current practice of minute taking as per Kerr and King (§114) including:
 - "A summary of significant points raised during the debate of motions but not a verbatim account of speeches"
 - "Any commitments made by officers or others present at the meeting"

At its October 10, 2025 meeting, the Council Executive revisited this topic. There were no concerns or questions brought forward from Council or the Committee Chairs; therefore, the following motion was carried:

Motion: That the Executive Committee endorses recordings of Council and Council Committee meetings to be used solely by the Governance Office for the purpose of supporting accurate minute-taking and will be destroyed once minutes are formally approved at the subsequent meeting.

The term *endorses* indicates that Council and Council committees have the discretion to omit certain aspects or the entirety of meeting records if deemed appropriate.