

## **MNO Policy #2011-001 Circulation of PCMNO Minutes**

<b>Applicability</b>	This policy applies to the production and distribution of the minutes of the Provisional Council of the Métis Nation of Ontario (“PCMNO”).
<b>Effective Date</b>	This policy is effective as of the date of its adoption.
<b>Background on and Context for Policy</b>	<p>The Métis Nation of Ontario (the “MNO”) is the representative government of the citizens of the MNO who are the Métis Nation in Ontario.</p> <p>The PCMNO is the body that is democratically elected to represent the interests of MNO citizens across Ontario. Its mandate is set out in the MNO’s bylaws, as amended from time to time. The PCMNO meets as required to fulfill its mandate.</p> <p>Pursuant to s. 29 of the <i>MNO Bylaws</i> the MNO Secretary-Treasurer is responsible to “ensure that all votes and minutes of all proceedings are responsibly kept in the books of the MNO.”</p> <p>Since the MNO is presently incorporated pursuant to the <i>Ontario Corporations Act</i>, R.S.O. 1990, C38, the MNO’s bylaws, regulations and policies must be consistent with that legislation. With respect to the availability of minutes the <i>Corporations Act</i> is as follows:</p> <p style="padding-left: 40px;">304.(1) The minutes of proceedings ... shall, during the normal business hours of the corporation, be open to inspection by any director and shall ... be kept at the head office of the corporation.</p> <p>The MNO Annual General Assembly has adopted in-principle the <i>MNO Rules of Order</i>. The <i>MNO Rules of Order</i> provide the following direction with respect to the production and distribution of the minutes of the PCMNO:</p> <p style="padding-left: 40px;">All PCMNO minutes ... can only be circulated to PCMNO citizens until they are approved at the next meeting. A separate Motion Minutes Report must be completed within five days of any meeting ... and can be widely circulated, but must have "draft" on all pages of the Motion Minutes Report. The Motion Minutes Report has only the motions recorded, and no debate.</p> <p>It is also a reality that in its meetings the PCMNO is made aware of negotiations, initiatives or issues the MNO is working on with other governments or partners in order to advance the interests of the MNO and its citizens.</p>

Some of this information is proprietary to the MNO and time sensitive. As such, it needs to be kept confidential in order to protect the MNO's interests so negotiations and new initiatives or negotiations with governments or other partners are not compromised. The MNO recognizes that there are individuals, groups and organizations that work against the MNO's interests and those of its citizens. Very often, it is not in the best interests of the MNO or its citizens to circulate proprietary, time sensitive or confidential information that may be in PCMNO minutes.

The MNO also recognizes that this need for confidentiality must be balanced with the rights and interests of MNO citizens in knowing what the PCMNO is doing on their behalf. As such, the PCMNO regularly communicates directly with Community Councils and MNO citizens. As well, the MNO makes use of its communication tools to update and inform its citizens.

This policy attempts to strike a balance between protecting the MNO's interests, while keeping its citizens informed.

#### Policy Direction

Professional minutes will be taken at every meeting of the PCMNO. These minutes will provide sufficient detail of discussions and decisions by PCMNO Councilors. If specific names, personal information or legally sensitive information is discussed these items may be excluded from the minutes.

The details of in-camera PCMNO discussions will not be included in PCMNO minutes. After an in-camera discussion is held all that will be recorded is any motion passed by PCMNO after an in-camera discussion.

Following a PCMNO meeting, the following will be undertaken:

1. A Motion Minutes Report will be produced in approximately fifteen (15) days after a PCMNO meeting. This report will only have a listing of the motions made at the PCMNO meeting and the outcomes on those motions, subject to the need to withhold any information that may be a part of confidential MNO negotiations or issues that require confidentiality in order to maintain the interests of the MNO. This report will be made available to PCMNO and widely-circulated throughout the MNO upon request.
2. Draft PCMNO Minutes ("PCMNO Minutes") will be circulated to the PCMNO in approximately thirty (30) days after the meeting for their review. These minutes will be approved at the next meeting of the PCMNO.

The draft and final minutes of PCMNO meetings shall only be made available to PCMNO Councilors. They are not available for review or inspection by MNO citizens. However, Motion Minutes Reports for PCMNO meetings will be made available to all MNO citizens. Copies of these can be obtained through PCMNO Councilors or through the MNO Head Office.

This policy was adopted by PCMNO on June 27<sup>th</sup>, 2011.