



**NORTHERN SUNRISE  
COUNTY**

## **POLICY 1.17**

# **RECORDING OF COUNCIL MEETINGS**

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Department: Administration

Date Approved: March 22, 2016

Rescinds: 188/02/11/14

Council Res. Number: 248/03/22/16

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### **PURPOSE:**

To provide audio records of Council meetings for stakeholders to be able to become more involved and better informed of the happenings and decision-making body of Northern Sunrise County.

### **SCOPE:**

This policy applies to all regular and special meetings of Council, except In Camera sessions, which will not be recorded. This policy also applies to all statutory Public Hearings that are required by the *Municipal Government Act*.

### **POLICY:**

1. As per the *Municipal Government Act, Section 197 (1)*, Councils and Council committees must conduct their meetings in public unless subsection (2) or (2.1) applies. As such, Council meetings and Public Hearings shall be voice recorded and posted on the County website to provide transparent operations of the County.
2. The recording will be made available on the County website a maximum of 72 hours after the end of the Council meeting.
3. Recordings shall be kept on the website for a period of three (3) months after the recording has been posted to the website. Once this period of time has elapsed, the recording will be destroyed.
4. The recording in and of itself is not the official record of the Council meeting, as the minutes shall not be verbatim based on the recording of the meeting..
5. Council, by motion, may order the permanent retention of a particular audio recording for historic or other significant reason.
6. No outside recordings of Council meetings will be allowed except for official media representatives.

Reeve

Chief Administrative Officer