

MUNICIPALITY OF THE DISTRICT OF ARGYLE POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER _____
SECTION PROCEDURE AND ORGANIZATION OF COUNCIL	SUBJECT COUNCIL AUDIO REC.

1. PURPOSE

1.1. The purpose of this policy is to provide direction relating to requests for copies of audio recordings of Municipality of the District of Argyle Council/Committee meetings.

2. DEFINITIONS

2.1. For the purposes of this policy, the following definitions are provided:

a) Official Record – The approved written minutes of proceedings.

3. POLICY STATEMENT

3.1. It is the corporate practice of the Municipality of the District of Argyle to operate in an open and transparent environment, making as much information available to the public as possible. The Municipality of the District of Argyle, as noted, recognizes the approved written minutes of its proceedings as the “official record”. These minutes include summarized narratives on the various issues that come before Council/Committee and records actions or motions. The minutes are not and should not be taken in verbatim style. The municipality uses audio recording equipment to assist with accurate composition of draft minutes. To ensure the integrity and status of the written minutes once approved it will be the normal practice to delete audio recordings once minute approval is complete. On certain occasions and on certain issues, it might be desirable for historic purposes to maintain an audio recording copy. The preservation of such tapes will be an infrequent event and the decision to preserve will be at the discretion of the Council/Committee.

4. NORMAL PRACTICE

4.1. In the interim between composition of draft minutes and the formal approval of same at the next meeting of Council/Committee (approximately 60 days), the audio recordings will be maintained.

4.2. Once approval is given to draft minutes and they become the “official record”, the audio recordings may be deleted.

4.3. In the time period that audio recordings are maintained before deletion or permanent filing, anyone requesting a copy of a publicly available tape must do so in writing.

4.4. Audio recordings of “In Camera” sessions will not be made available.

4.5. Any costs for reproduction of audio recordings will be the responsibility of the requester and must be paid before a tape is released.

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Chief Administrative Officer's Annotation for Official Policy Book

Date of Notice to Council Members
Of Intent to Consider [7 days minimum]: April 18, 2006

Date of Passage of Current Policy: April 25, 2006

I certify that this Policy was adopted by Council as indicated above.

Alden B. Stewart
Warden

Dec. 16/14
Date

[Signature]
Chief Administrative Officer

Dec 16, 14
Date