



Rural Municipality of Corman Park No. 344 Policy

Policy # GA-002

Policy Title: Council Meeting Audio Recording

Policy Objective:

To ensure that all R.M. of Corman Park No. 344 Council meeting are accurately recorded and transcribed, while meeting all requirement of legislation.

Authority: (Bylaw#, Resolution date/#)
Resolution #26, February 19, 2013

Policy:

Whereas the Rural Municipality of Corman Park No. 344 (The R.M.), in accordance with The Municipalities Act, is required to transcribe minutes of all official Council meetings;

And whereas in order to ensure accurate transcription occurs, audio recordings are taken of all official Council meetings.

The following guidelines have been approved by Council that outline the procedure for recording, storage of recordings, and public access to recordings.

- 1) All Council meetings of the The R.M. held in the R.M. Council Chambers will be audio recorded by the Administrator or designate. If an official Council meeting is being held outside of the Council Chambers the Administrator or designate will make reasonable effort to audio record proceedings;
- 2) All Council meetings of The R.M. will have posted near each public entrance, appropriate signage notifying attendees that proceedings will be audio recorded, and that recordings are public record;
- 3) All Council meeting recordings of The R.M. will be retained as per Policy GA-001- Retention and Disposal of Documents;
- 4) All audio recording will cease upon Council going "In-Camera" as per Section 120 of The Municipalities Act; and
- 5) Council meeting audio recordings of The R.M. will be available to the public by written request at a cost of \$50.00 per recording.