



POLICY MANUAL

<p>Legal References:</p> <ul style="list-style-type: none"> • Municipal Government Act • Procedural Bylaw 3001 • Freedom of Information and Protection of Privacy Act (FOIP) 	<p>Policy department: Administration</p>
<p>Cross References:</p> <ul style="list-style-type: none"> • P1 Records Management Policy 	<p>Policy Number: B10</p>
<p>Adoption Date:</p> <ul style="list-style-type: none"> • May 3, 2010 - #05-484-10 <p>Revision Date:</p> <ul style="list-style-type: none"> • June 25, 2012 - #07-734-12 • August 27, 2012 - #08-359-12 • November 24, 2014 - #CM20141124.1049 • February 12, 2018 – CAO Approval Form 	<p>Policy Title: Audio Recordings of Council and Council Committee Meetings and Destruction of Audio Recordings</p> <p>Review Date: February 2021</p>

POLICY PURPOSE:

To provide audio recordings of Council and Council Committee Meetings to be used by Council and County staff for accuracy and clarification of the Meeting minutes.

POLICY STATEMENT AND GUIDELINES:

To assist in the preparation of the minutes (not a verbatim transcript) of the meetings as required by the Municipal Government Act R.S.A. 2000 c. M-26 and amendments thereto.

The County policy is to establish:

- audio recordings retention schedule; and
- audio recordings access permissions.



DEFINITIONS:

- a) "Audio recordings" means the electronic recording of sound;
- b) "Committee" means a Council Committee, board, commission or other body established by Council under the *Municipal Government Act*;
- c) "Council" means the collective of the Reeve and Council members duly elected in the County of Grande Prairie No. 1 and who continue to hold office;
- d) "Freedom of Information and Protection of Privacy Act" means *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, and amended thereto;
- e) "In Camera" means a portion of the Council or Council Committee Meeting which is closed to the public in accordance with the *Municipal Government Act*, R.S.A. 2000, c. M-26 and amendments thereto;
- f) "Minutes" means the record of decisions of a Meeting recorded in the English language;
- g) "Municipal Government Act" means Municipal Government Act, R.S.A. 2000, c M-26 and amendments thereto;
- h) "Procedural Bylaw" means County of Grande Prairie No. 1 Bylaw 3001 – Procedural Bylaw;
- i) "The County" means the municipal corporation of the County of Grande Prairie No. 1 having jurisdiction under the *Municipal Government Act* and other applicable legislation;
- j) "Regular Council Meeting" means a Council Meeting scheduled at the annual Organizational Meeting;

RULES AND PRINCIPLES:

1. All Regular Council Meetings shall be audio recorded to assist with the preparation of minutes.
2. Council Committees that reference audio recordings in their Terms of Reference shall audio record their meetings and must comply with this bylaw and the Procedural Bylaw.
3. Legislative Services or designate shall make an audio recording of all Regular Council Meetings and Council Committees that allow for audio recordings in their Terms of Reference.
4. Portions of the Meeting held "in-camera" shall not be audio recorded in accordance with the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*.
5. Audio recordings shall be retained for a period of six (6) months after which time such audio recordings shall be destroyed.
6. The audio recordings are not the official record of Regular Council Meetings or Committee Meetings and therefore are for internal use only.
7. Audio recordings shall at no time leave the possession of the County.
8. Audio recordings shall only be released from the County's possession by way of:
 - *Freedom of Information and Protection of Privacy Act* (FOIP) request; or
 - Written authorization from the Chief Administrative Office of the County when it is deemed necessary and it is in the best interest of the County.



- Prevailing legislation, law or court order.
9. Council, by motion, may order the permanent retention of a particular audio recording or a segment of an audio recording for historic or other significant purpose to be stored in a safe and secure location.
 10. Audio recordings shall be retained or destroyed in compliance with the Corporate Records Structure for the County.
 11. This Policy shall comply with the Procedural Bylaw and any other legislation that may prevail.

POLICY AUTHORITY:

The County Administrator has the authority to amend Policy B10 from time to time to keep current, enforceable and compliant with statutes and legislation in the Province of Alberta.