



# Audio Recordings of Council and Council Committee Meetings

Legislative Services  
Policy B10

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<b>Policy:</b>	B10 – Audio Recordings of Council and Council Committee Meetings
<b>Policy Department(s):</b>	Legislative Services, Records Management
<b>Adoption Date:</b>	May 3, 2010
<b>Adoption Reference:</b>	05-484-10
<b>Effective Date:</b>	May 3, 2010
<b>Last Amended:</b>	July 11, 2022

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## Policy Purpose

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

## Policy Statement

This policy is intended to provide additional resources to assist in the preparation of the minutes (not a verbatim transcript) of the meetings as required by the Municipal Government Act.

## Definitions

“Audio Recordings” means the electronic recording of sound.

“Closed Session” means a portion of the Council or Council Committee Meeting which is closed to the public in accordance with the Municipal Government Act.

“Committee” means a Council committee, board, commission or other body established by Council under the Municipal Government Act.

“Council” means the duly elected Council members of the County of Grande Prairie No.1.

“County” means the municipality of the County of Grande Prairie No.1 having jurisdiction under the Municipal Government Act and other applicable legislation.

“Procedural Bylaw” means the County of Grande Prairie Procedural Bylaw.

“Council Meeting” means a Regular Meeting of Council held pursuant to the Municipal Government Act.

## Policy Guidelines

1. All Council and Committee Meetings may be audio recorded for internal use only to assist with the preparation of minutes.



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Policy B10

2. Council Committees that reference audio recordings in their Terms of Reference may audio record their meetings and must comply with this policy and the Procedural Bylaw.
3. Portions of the meeting held in Closed Session shall not be audio recorded in accordance with the Municipal Government Act and the Freedom of Information and Protection of Privacy Act.
4. Audio recordings shall be retained in accordance with the County's retention schedule after which time such audio recordings shall be destroyed.
5. The audio recordings are not the official record of Council Meetings or Committee Meetings and therefore are for internal use only.
6. Audio recordings shall only be released from the County's possession by way of:
  - 6.1. Freedom of Information and Protection of Privacy Act (FOIP) request; or
  - 6.2. Written authorization from the Chief Administrative Officer of the County when it is deemed necessary and it is in the best interest of the County.
  - 6.3. Prevailing legislation, law or court order.
7. 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.

## References

<b>Legal Authorities</b>	Municipal Government Act, RSA 2000, c M-26 Freedom of Information & Protection of Privacy Act (FOIP)
<b>Related Plans, Bylaws, Policies, Etc.</b>	Policy B1 – Policy Development Policy P1 – Records Management Procedural Bylaw
<b>Other</b>	N/A

## Revision History

<b>Review Date</b>	<b>Description</b>
July 11, 2022	Reviewed and Amended CM20220711.005
February 12, 2018	Reviewed and Amended CAO Approval
November 14, 2014	Reviewed and Amended CM20141124.1049
August 27, 2012	Reviewed and Amended 08-359-12
June 25, 2012	Reviewed and Amended 07-734-12



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