



Policy #1005

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada TOM 0W0
T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754
www.mountainviewcounty.com

Policy Title: Electronic Recordings

Policy No.: 1005

Approval: County Council

Effective Date: March 22, 2006

Approved Date: March 22, 2006

Amended Date: April 12, 2006

Amended Date: September 5, 2012

Review Date: April 26, 2017

Supersedes Policy No.: New

Policy Statement: Mountain View County (the County) may create Electronic Recordings for meetings of Council, Committees, Commissions and Boards appointed by County Council

Purpose: The purpose of this policy is to provide direction on how electronic recordings of meetings of Council, Committees, Commissions and Boards appointed by County Council will be handled.

- Principles:**
1. Electronic Recording of meeting proceedings may be produced at the discretion of the body conducting the meeting.
 2. The Electronic Recording is intended to be an administrative aid for use in preparing official typed minutes of meetings and for other internal administrative use.
 3. The CAO shall establish Procedures to address requests for copies, retention and destruction of the Electronic Recordings.

End of Policy



Procedure Title: Electronic Recordings

Procedure No.: 1005-01

Approval: CAO

Effective Date: January 1, 2006

Approved Date: March 22, 2006

Amended Date: April 12, 2006

Amended Date: July 20, 2012

Amended Date: September 14, 2012

Review Date: April 26, 2017

Supersedes Procedure No.: New

1. Procedure

- 1.1 The recording secretary may use Electronic Recordings to assist with accurate composition of draft minutes.
- 1.2 Once approved by the appropriate authority, the written minutes of the meeting will become the official record of the meeting.
- 1.3 Electronic Recordings are not considered an official record of the meeting.
- 1.4 It will be normal practice to destroy Electronic Recordings upon approval of the written minutes by the appropriate authority.
- 1.5 On certain occasions and on some subjects, it may be desirable to retain Electronic Recordings for an extended period of time. The preservation of audio recordings beyond approval of the written minutes must be supported by legislation or receive approval from the Chief Administrative Officer.
- 1.6 Electronic Recordings, while in the custody and control of the municipality, are considered a record of the municipality as defined by the Freedom of Information and Protection of Privacy Act and are therefore subject to the Act and all associated Regulations.
- 1.7 Electronic Recordings will not be created during "In Camera" discussions.
- 1.8 This procedure shall apply to all Committees, Commissions and Boards appointed by County Council.

End of Procedure