

CITY OF CHESTERMERE

POLICY HANDBOOK

EFFECTIVE DATE: May 1, 2006		SECTION: 800	POLICY: 806
APPROVED BY: COUNCIL	AMENDMENT DATE: November 20, 2017	TITLE OF POLICY: Council Meeting Recordings	
REVIEW DATE: November 1, 2021		PAGE NO.: 1 of 1	
POLICIES AMENDED / RESCINDED:		POLICY TYPE: Council Policy	

PURPOSE AND INTENT

To establish a policy for the dissemination and destruction of digital recordings of Council meetings.

POLICY

1. It is not a requirement that Council meetings shall be recorded but if they are recorded, the files shall fall under the guidelines in this policy.
2. The digital recordings of Council meetings are primarily intended to be used by the Recording Secretary in the preparation of the official minutes of Council.
3. Once Council has adopted the official Council Meeting minutes, the digital recording of those particular minutes will be destroyed after 90 days.
4. Should a member of the public request a copy of a digital recording before its destruction, a copy shall be provided.
5. Copies shall only be provided in MP3 format and shall be provided on Compact Disk, DVD or USB at no cost.

Adopted by Council: November 20, 2017

Resolution Number: 430-17


MAYOR


CAO