

Town of Portugal Cove-St. Philip's

Audio Recording of Council Meetings Policy

Pursuant to the authority vested in the Town Council of Portugal Cove-St. Philip's the Town adopted following policy on the 12 day of September, 2012.

1.0 TITLE

1.1 This document shall be known and cited as the *Audio Recording of Council Meetings Policy*.

2.0 DEFINITIONS

2.1 "**Council**" shall mean the Town Council of Portugal Cove – St. Philip's.

2.2 "**Town**" shall mean the Town of Portugal Cove – St. Philip's.

2.3 "**Audio recording**" shall mean the electronic recording of interaction, discussion, debate, during the Meetings of Council.

3.0 POLICY STATEMENT:

3.1 The purpose of this Policy is to ensure that there is a more complete account of what transpired in Council meetings than can be reported in the Minutes. The purpose is that if more information is required than can be reported in the Minutes, this recording can be used for that purpose.

4.0 APPLICATION:

4.1 This policy shall apply to all public Council meetings.

5.0 POLICY PROCEDURE:

5.1 The recording will begin prior to the Meeting being called to order and will cease after the Motion of Adjournment. Exception: There will be no audio recording of the portion of the public meeting that is declared by Council to be privileged.

5.2 Recordings will be stored in a safe place for a period of six months.

5.3 The recordings will be available to the public on the Town website six months.

6.0 REPEALS

6.1 Policy adopted October 13, 2009, Motion #09-263 is hereby repealed.

7.0 AMENDMENTS

7.1 None.

8.0 DATE EFFECTIVE/RESOLUTION

8.1 Date effective: September 12, 2012, Motion #: 2012-301