



POLICY

Audio Recording of Public Meetings

Policy Number: 120-004	Supersedes Policy Number Not Applicable
Effective Date: 2005-12-20 Amended: 2011-02-21	Approval By Council Motion Number: 08-12-05 08-02-11

1.0 Purpose

To provide direction relating to the function and use of digital audio recordings of public meetings of the Wolfville Town Council, Committee of Council and other Town Committees.

2.0 Scope

This Policy is applicable to all Administrative Support staff responsible for recording Town Council meetings.

3.0 References

- 3.1 [Nova Scotia Municipal Government Act](#) (MGA)

4.0 Definitions

- 4.1 **Official Record** means the approved written minutes of the proceedings.

5.0 Policy

- 5.1 The Official Record of a meeting of the Town Council, Committee of Council, or other Town of Wolfville committee shall be the written minutes of the proceedings approved by such Council or Committee.
- 5.2 Minutes may include summarized narratives on the various issues that come before Council/Committee and recorded actions or motions. Minutes shall not be verbatim.
- 5.3 When possible, audio recording equipment shall be used to assist with accurate composition of minutes.
- 5.4 Audio recordings of the Town Council and Committee of Council meetings shall be posted on the Town's website for the purpose of public access.
- 5.5 Audio recordings of all other committees shall be used as noted in section 3 and may also be posted on the Town's website with the approval of the particular committee.
- 5.6 Council, by motion, may order the permanent retention of a particular audio recording for historic or other significant reason.



POLICY

5.7 Audio recordings of “In Camera” sessions will not be made.

First Draft – November 22, 2005

Approved by Council – December 19, 2005

Amended – February 21, 2011

A handwritten signature in blue ink, appearing to read 'Muri Maudin', is written above a horizontal line.

CAO

March 10, 2016

Date