



## POLICY

### Audio Recording of Public Meetings

<b>Policy Number:</b> 120-004	<b>Supersedes Policy Number</b> Not Applicable
<b>Effective Date:</b> 2005-12-20 Amended: 2011-02-21	<b>Approval By Council Motion Number:</b> 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.



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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

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CAO

February 21, 2011

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Date