

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 13th day of October, 2009.

1. Title

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

2. Interpretation

Audio taping-refers to the electronic recording of interaction, discussion, debate, during the Meetings of Council.

3. Policy Statement

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. Policy Clauses

- a) The recording will begin prior to the Meeting being called to order and will cease after the Motion of Adjournment.
- b) Tapes/CD's etc., will be stored in a safe place for a period of three months.
- c) The records will be available to the public on the Town website.

5. Date Effective

October 13th, 2009, Motion #09-263.

6. Repeals

This policy rescinds all previous policies on this subject matter.