

Title: ACCESS TO MINUTES OF MEETINGS

Policy No: 1004

Approval: Council

Effective Date: May 14, 2013

Supersedes Policy No: (AD 31)



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Policy Statement: The Municipal District of Greenview No. 16 will provide access to minutes of meeting in an 'unratified' format prior to their approval.

Purpose: To provide access to records of meetings through the publishing of "unratified" and "approved" copies of the minutes of meetings, and to prohibit access to electronic recordings of meetings.

Principles:

1. The electronic recordings of meetings is solely an administrative process, used in the preparation of accurate meeting minutes. A single copy of the electronic recording of a meeting shall be maintained by the recording secretary, and following the approval of those minutes, shall be permanently erased.
2. Minutes shall be prepared in accordance with the Municipal Government Act, including the requirement that minutes are recorded without note or comment.
3. An "unratified" copy of the minutes of a meeting, so marked, will be made available to members of Council, a Committee, or Board, to staff and to the public within three (3) working days of the meeting.
4. Members of Council, a Committee, or Board, and staff responsible to prepare and sign minutes, may obtain access through the recording secretary to listen to the electronic recording to assess the accuracy of the ungratified minutes prior to the meeting where the minutes will be approved.
5. Council, a Committee, or Board may request access to an electronic recording prior to the approval of the minutes.
6. All electronic recording of meetings held by the Municipal District of Greenview No. 16 prior to the approval of this policy will be securely stored and no longer be available to individual Councillors, staff or the public. The recordings will be disposed of in accordance with the provisions of Greenview's Records Retention Bylaw.

Approved: 13.05.290