



The Corporation of the District of North Vancouver

**CORPORATE POLICY MANUAL**

Section:	Administration	1
Sub-Section:	Council – Meetings	0570
Title:	RECORDING OF PROCEEDINGS	3

**POLICY**

The Clerk shall make a recording of the meetings of Council held in the Council Chamber and retain the recording for a minimum of one year from the date of recording. The recordings are considered to be information that is routinely available to the public.

**REASON FOR POLICY**

To ensure that a record of the proceedings is available for review by Council, staff, and the public.

**AUTHORITY TO ACT**

Delegated to Staff

**PROCEDURE**

1. A digital audio/video recording of each council meeting held in the Council Chambers of the District Hall will be made.
2. This recording will be made available for review by Council, staff, and the public on the District’s web site as soon as possible following the meeting.
3. Recordings will be retained for a minimum of one year from the date of recording but may be retained indefinitely in digital format, including availability via the District’s web site.

Approval Date:	January 25, 1981	Approved by:	Policy & Planning Committee
1. Amendment Date:	December 11, 1995	Approved by:	Regular Council
2. Amendment Date:	August 23, 2010	Approved by:	Regular Council
3. Amendment Date:		Approved by:	