



**NORTHERN SUNRISE
COUNTY**

**POLICY 2.15
RECORDING OF AGRICULTURAL SERVICE BOARD AND
WATERSHED ADVISORY COMMITTEE MEETINGS**

Department: Agricultural Services

Date Approved: March 27, 2018

Rescinds: N/A

Council Res. No: 210/03/27/18

PURPOSE:

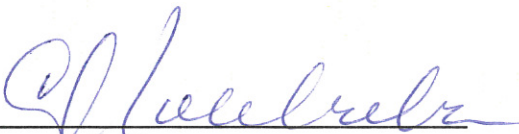
To provide audio records of the Agricultural Service Board (ASB) and Watershed Advisory Committee (WAC) meetings for administrative purposes.

SCOPE:

This policy applies to all ASB and WAC meetings, except in a Closed portion of the meeting, which will not be recorded.

POLICY:

1. ASB and WAC meetings shall be voice recorded.
2. Recordings shall be kept for a period of three (3) months after the meeting. Once this period of time has elapsed, the recording will be destroyed.
3. The recording, in and of itself, is not the official record of the ASB or WAC meeting, as the minutes shall not be verbatim based on the recording of the meeting.
4. The ASB and WAC, by motion, may order the permanent retention of a particular audio recording for historic or other significant reason.
5. No outside recordings of ASB or WAC meetings will be allowed, except for official media representatives.



Reeve



Chief Administrative Officer