

Recording Council Meetings

Approved by: Executive Committee

Date: April 8, 2016

Policy

In order to inform the public, members and stakeholders of Council proceedings, written information will be posted on the CRPO's website in the form of meeting minutes and Council highlights.

Meeting minutes are posted following approval by Council at the next regularly scheduled meeting. Council highlights, which summarize important updates and decisions made at Council meetings, are prepared by staff and posted shortly after each meeting. Business conducted *in camera* will not be included in minutes or highlights posted online.

Observers attending Council meetings are welcome to make notes for their own use. However, observers may not make audio or video recordings of Council proceedings.