

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C01-022

<b>POLICY TITLE</b> <i>Audiotapes and Transcripts of City Council Meetings</i>	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b> <i>November 19, 2001</i>
<b>ORIGIN/AUTHORITY</b> <i>Clause A1, Legislative Report No. 16-2001</i>	<b>CITY FILE NO.</b> <i>CK. 255-1</i>	<b>PAGE NUMBER</b> <i>1 of 2</i>

## 1. PURPOSE

To establish guidelines for the use of audiotapes and for requests for transcripts of City Council meetings.

## 2. DEFINITIONS

2.1 Audiotapes – refers to the tapes produced of each meeting of City Council by the City Clerk’s Office.

2.2 Transcript – refers to a typewritten verbatim (word for word) record of a specific item of the City Council meeting.

## 3. POLICY

### 3.1 Audiotapes

The following will apply to audiotapes of City Council meetings:

- a) Audiotapes of City Council meetings are to be kept for one year.
- b) Upon request, copies of audiotapes will be made available to anyone for a fee. The fee for audiotapes of one City Council meeting will be \$25.00.

### 3.2 Transcripts

- a) Transcripts of specific items of the City Council meeting will be provided to the City Solicitor if required for a lawsuit, and to individual Councillors if authorized by a majority of Council.
- b) A written request must be submitted to the City Clerk outlining the date of the City Council meeting and the specific item required, along with the date by which the transcript is required.

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- c) If the transcript is requested by an individual Councillor, the written request will be forwarded to City Council for approval.

## 4. RESPONSIBILITIES

### 4.1 The City Clerk is responsible for:

- a) Ensuring that all meetings of City Council are audiotaped;
- b) Ensuring that the audiotapes are kept for the required time period;
- c) Arranging for the preparation of the transcript upon request;
- d) Forwarding request for transcript from individual City Councillors to City Council for approval; and
- e) Administering and updating this policy.

### 4.2 City Councillors are responsible for:

- a) Submitting requests for transcripts, in writing, to the City Clerk's Office.

### 4.3 City Council

- a) Approving any requests for transcripts from individual City Councillors; and
- b) Approving amendments to this policy.