

AUDIO RECORDING OF COUNCIL MEETINGS

Date of Approval by Council: July 12, 2016	Resolution No.:	TP/16/291
Lead Role: Chief Administrative Officer	Replaces:	NEW
Last Review Date: June 2016	Next Review Date:	June 2019

Special Notes:

Policy Statement:

In accordance with Section 208 of the *Municipal Government Act*, responsibility for recording the minutes of Council meetings resides with the Chief Administrative Officer. The purpose of audio recording is to assist in the preparation of minutes for Council meetings and Public Hearings, and to ensure the accuracy of minutes until these records (minutes) are formally adopted as a true and accurate record.

The objective of this policy is to define the purpose for audio recordings of Council meetings and Public Hearings, as well as establish procedures for creation, storage, usage, access and disposal in accordance with legislative and policy requirements.

Definitions:

Audio Recording means any recording made by any electronic device capable of recording sound. This includes but is not limited to recordings made by video camera, cassette recorder or digital audio tape and stored on compact disc (CD) or in any other format.

Council Meetings: shall mean any regular meetings of Council as established at the annual Organization Meeting.

Public Hearing: a public meeting of Council convened to hear matters on a proposed bylaw or resolution; matters pursuant to the Municipal Government Act, or any other Act, or any other matter at the direction of Council.

Transitory Records: are records in any format that are of short-term value, with no further uses beyond an immediate action.

1. Advice will be provided to the members of the public attending meetings that an audio recording of the meeting will be made by:
 - a) the Mayor/Deputy Mayor announcing at the commencement of the meeting/hearing: “This meeting is being audio recorded for minute-taking purposes”;
 - b) posting on the agenda for meetings of Council and Public Hearings, and
 - c) advising individuals requesting to address Council and be placed on the Council agenda.

2. The recording of Council meetings and Public Hearings shall begin at the commencement of the meeting/hearing and conclude at the adjournment of the meeting. The Chair has the authority to request termination or suspension of the recording of a meeting if continuing the recording would prejudice the proceedings of the meeting. This would include:
 -) Public disturbance or other suspension of the meeting;
 -) Exclusion of the public and press;
 -) Any other reason agreed by Council.

3. All in-camera/closed meeting sessions, as provided for in the exceptions to disclosure of Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*, will not be audio recorded.

4. Due to the nature of technical equipment, it is not guaranteed that audio recordings will be continuous or fault-free.

5. Audio files are transitory records of the Town. Their purpose is to assist in the preparation of minutes. Once the minutes are approved, the audio files are no longer needed. The official record of the meeting is not the audio recording, but rather the approved Council minutes or Public Hearing minutes.

6. As a transitory record, audio recordings will be stored and secured by the Chief Administrative Officer or designate for 30 days after the minutes from the meeting to which they relate are approved by Council, except where retention for a longer period is otherwise required. The audio recording file for meetings will be stored on the Town’s server in a secure folder. Destruction of audio recordings of meetings will be conducted following the specified retention period.

7. Access to audio recordings of Council meetings will be managed by the Chief Administrative Officer or designate as follows:
 -) Access by staff – prior to confirmation of the meeting minutes and upon the Chief Administrative Officer’s approval.
 -) Access by Council – prior to Council approval of minutes by listening to the audio recording of the meeting at the Town Office during regular business hours; provide a written request for the audio record stating reasons for the request. All recordings are to be returned to the Chief Administrative Officer once Council approves the minutes of the subject meeting.
 -) Access by the Public – As the audio recording of the meeting is a transitory record and does not replace the formally adopted minutes, audio recordings will only be available to the public pursuant to a FOIP request made within the above-noted retention period.