

POLICY NUMBER: C-015-0318
POLICY SUBJECT: AUDIO/VIDEO RECORDINGS OF COUNCIL MEETINGS
DEPARTMENT: COUNCIL
INITIAL EFFECTIVE DATE: MARCH 26, 2018
EFFECTIVE DATE: MARCH 26, 2018
REVISION DATE (s): N/A
REVISION NUMBER: N/A

PURPOSE:

To inform the community by providing an available online resource of recordings of Council Meetings via video streaming.

PERSONS AFFECTED:

Town Council and Legislative Services.

POLICY STATEMENT:

1. Town Council shall provide audio-visual recordings of Town Council meetings that are held in Council Chambers in order to provide opportunity to engage the community with Town Council providing open and transparent communication to the public.
2. Town Council shall make audio-visual recordings of Town Council meetings available to the public on the internet for a period of four (4) years from the date of the meeting.
3. The official record of the meetings shall be the written minutes. The keeping of an audio-visual record of council meetings will in no way detract or undermine the position of approved minutes as the official record of decision.
4. Signage shall be posted to ensure that presenters and members of the public are aware that all public meeting proceedings are being broadcast, recorded, and made available over the internet.
5. The meeting may not be recorded should Town Council meetings be held in a location other than the Council Chambers or if there are unforeseen technical difficulties.

RESPONSIBILITIES:

Town Council to:

- a. Utilize the Town Council Chambers for all public meetings where possible. Exceptions would be when a larger venue is required because of the anticipated number of citizens in attendance or a meeting is held with another public body.
- b. Approve policies regarding audio/video recordings of Town Council meetings.

Legislative Services to:

- a. Record all Town Council meetings held in the Council Chambers.

- b. Provide for the disposal of the recordings from four (4) years from the date of each meeting.

PROCEDURES:

1. Once the four (4) years have elapsed, the recorded audio-visual recording shall be disposed of.