

CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

SUBJECT:	RECORDING OF COUNCIL/COMMITTEE MEETINGS			
TYPE:	ADMINISTRATION		POLICY NO. ADM-010-00	
DATE: February 25, 2019	REVIEW DATE:	FREQUENCY:	REL. BY-LAW: 19-590	# OF PAGES: 1

1. The Township may make or provide for the audio recording of Regular and Special Council meetings, at whatever level and type of recording is available and as Council determines to be appropriate. Where Council has made or provided for the audio recording of a Regular or Special Council meeting, Council shall make such audio recording available to the public as an audio link on the Township web site.
2. Those meetings or parts of meetings identified as a closed meeting pursuant to the Municipal Act, 2001, whether such sessions are in Council Chambers or another location, are never audio recorded.
3. The Clerk or designate shall make every effort to post the audio recording of the Regular or Special Council meeting on the Township web site within 4 days of the Council meeting. The Township shall not be responsible for technical difficulties related to the audio recordings. Audio recordings will be available to the public on the Township web site for a minimum of one year.
4. In accordance with the Municipal Act, 2001, minutes of meetings are to be recorded without note or comment by the Clerk or designate. The official record of the proceedings of Council are the text based minutes as approved by Council. Audio records of Council proceedings are recorded as a convenience only and do not constitute an official record.
5. Signage shall be posted in the Council Chambers advising deputations, presenters and the public that the meeting proceedings are being audio recorded and will be made available on the Township web site. The Township assumes no liability for the recorded comments of the public which may be construed as false, defamatory or slanderous in nature.
6. The audio or video recording of Council proceedings by anyone other than the municipality is prohibited. Audio or video interviews of a member of Council or Staff can be conducted after the meeting has adjourned if so permitted.