

TOWNSHIP OF NIPIGON

POLICY

Audio/Video Recordings of Council Meetings

Purpose

The Township of Nipigon is committed to operating in an open and transparent environment. This policy is to specify the procedures for recording of Council meetings.

Definitions

Council Meeting means a regular and special meeting of Council as provided for in the Township of Nipigon's Procedural Bylaw.

Audio Recording means any recording made by any electronic device capable of recording sound.

Chair means the person presiding at the meeting, whether it be Head of Council or any other member.

Clerk means the person within the administration of the Township of Nipigon which fulfills the function of the Township Clerk as required by the Municipal Act, 2001, or their designate.

Committee means any Committee of Council as established by policy, or Committee of the Whole but does not include Advisory Committees, Sub-Committees or Ad Hoc Committees.

Council means the elected municipal Council for the Township of Nipigon.

Delegation means a person or group making a verbal presentation to Council.

Video Recording means any recording made by any electronic device capable of recording video and, but not necessarily, sound.

Official Record of a Meeting means the written minutes of the proceedings of the meeting as prepared by the Township Clerk in accordance with the Municipal Act, 2001.

Procedure

1. In accordance with the Municipal Act, 2001, minutes of meeting are to be recorded without note or comment by the Clerk, and once approved by Council, these minutes form the official record of the Township of Nipigon Council meetings. The keeping of audio and video recordings of meetings in no way detracts or undermines the position of approved minutes as the official record of decision. Audio recordings are considered to be a "temporary" record of Council meetings with a retention period of 7 years.

2. The Clerk shall not provide transcripts of the meetings.
3. Committee meetings will be exempt and not recorded.
4. The inability to record any meeting due to technical difficulties with recording equipment will not prohibit the meeting from commencing or continuing.
5. The audio and/or video of the recorded meeting will be available on the Township of Nipigon's YouTube Channel. A link to the recording will be posted on the Township Facebook page. Staff will attempt to have the recordings posted within 48 hours of the meeting.
6. Improper use of the audio/video files is prohibited by the Township of Nipigon. However, the audio/video files on the internet are part of the public realm and may be subject to alteration by a member or members of the public with no municipal control over such alterations. The Township assumes no liability associated with any alterations that are made by a member or members of the public on the internet.
7. The Township of Nipigon assumes no liability for the recorded comments of the public which may be construed as false, defamatory or slanderous in nature.
8. It is the duty of the Head of Council to clearly announce all business before Council and maintain order as outlined in the Procedural Bylaw, and acknowledge each member by name prior to them speaking.
9. Staff shall not be responsible for removing potential breaches of the Municipal Freedom of Information and Protection to Privacy Act contained in the recordings. All Councillors, Staff and members of the public are responsible to adhere to the requirements to not disclose personal information in violation of MFIPPA.
10. The following signage will be posted when entering Council Chambers – "An audio and video recording of the Open Session of this meeting is being made and will be posted on the internet as a public service to further enhance access to municipal government services and to continue to promote open and transparent government".
11. Access to recorded proceedings shall be in compliance with the Municipal Freedom of Information and Privacy Act.