



Meeting Video Recording Policy

Purpose

This policy will reflect the Township of Southgate's ongoing effort to provide for ease of access and transparency of the legislative process by providing public availability of the video recordings held by Southgate. This policy fosters Southgate's strategic goal 1.A.2 of the current Community Action Plan to expand its use and capabilities for electronic communication with residents.

In accordance with the Municipal Act, 2001, minutes of meetings are to be recorded without note or comment by the Clerk or designate. The keeping of a live video record of legislative meetings in no way detracts or undermines the position of approved minutes as the official record of decision.

Application

The Township may make or provide for video recording of Regular & Special Council Meetings and/or Committee Meetings, except those meetings or parts of meetings identified as a closed meeting pursuant to the Municipal Act, 2001, when such meetings are held in Council Chambers or other such facility with the necessary equipment. This policy applies to all video recordings of meetings recorded by the Township of Southgate.

Procedures

Online Availability

Staff will strive to post the video recordings within 24-48 hours wherever possible. All meeting recordings shall be posted no later than 1 week from the date of the recording. Should any recording not be posted within 1 week from the date of the recording due to issues beyond staff control such as equipment or internet failure, notification shall be posted in the same location that the link would have been provided on Southgate's website.

Editing

Video recordings shall be posted as recorded. Any editing that may be required shall only be to remove dead air from a recess or lunch session, or to remove obscene language. No editing will occur that would cause the intent or content of the proceedings to be taken out of context in any way.

Public Requests for Copies of Recordings

Copies of video recordings are available for a fee as provided for in the current approved fees and charges for the Township. Copies for the public will be made only as needed after payment has been received. Please allow up to 1 week for availability.

Media Requests for Copies of Recordings

Requests from media outlets such as local radio or television stations to receive copies of Southgate Council meetings for airing to the public on a regular basis shall be provided to Council for approval. Upon Council approval, copies will be distributed to these outlets within 1 week from the date of the meeting at no charge.

Notification

The Township of Southgate will make every effort to ensure that all Council meetings held in the Township of Southgate Council Chambers are recorded. Should any meeting not get recorded due to equipment failure or other such reasons, notification will be posted in the same location that the link would have been provided on Southgate's website.

Signage

Signage shall be posted to ensure that presenters and members of the public are aware that the meeting proceedings are being recorded and made available through the Township website.

Retention

The Township of Southgate will maintain copies of all video recorded meetings as per the current approved Township of Southgate Records Retention By-law.