



Policy #68

Policy Title: Video and Audio Recording of Municipal Council and Committee In Closed Session Meetings

Approved by Council on: June 21, 2017

The Township of Southgate Video and Audio Recording of Municipal Council and Committee In Closed Session Meetings #68 is to provide transparency to Southgate residents on Video and Audio Recordings of Closed Session meetings.

All Municipal Council and Committee In Closed Session meetings shall be video and/or audio recorded by the Clerk, or assigned Clerk's Office staff, in accordance with the following procedures, for the purpose of having an audio recording to assist with any closed meeting investigation:

1. The Clerk, or assigned Clerk's Office staff, shall commence the video and/or audio recording of all Municipal Council or Committee In Closed Session meetings, with details regarding the date, time, location and type of meeting.
2. At the conclusion of each Municipal Council or Committee In Closed Session meeting, the Clerk, or assigned Clerk's Office staff, shall end the video and/or audio recording of all Municipal Council or Committee In Closed Session meetings with details regarding the time of the passing of a motion to resume in public session and shall immediately thereafter stop the recording device.
3. In those circumstances where Municipal Council or a Committee convenes in closed session multiple times, throughout one meeting, a separate recording will be made each time the Municipal Council or a Committee resumes in closed session, following steps 1 and 2, above.
4. All video and/or audio recordings will be transferred from the video and/or audio recording device to a secure location, to the satisfaction of the Clerk. The recording device shall also be stored in a secure location to the satisfaction of the Clerk.
5. All video and/or audio recordings of closed meetings will be retained for a period of one year from the date of the meetings. The written Municipal Council Minutes and Committee Reports shall constitute the permanent official meeting record, in accordance with the *Municipal Act, 2001* and the Township of Southgate's Records Retention By-law 2017-036.
6. The Clerk shall be authorized to release a video and/or audio recording of a closed meeting only to:
 - a) the Closed Meeting Investigator, only in those instances where they are relevant to a closed meeting investigation and do not breach solicitor-client, or other, privilege;
 - b) the Township Solicitor, or designate, for the purpose of providing solicitor-client advice with respect to the contents of a recording; and,
 - c) any additional party authorized by the Municipal Council, by resolution.

**The Corporation of the Township of Southgate
By-law Number 2017-081**

**A by-law to adopt a Council Policy entitled
"Video and Audio Recording of Municipal Council and Committee
In Closed Session Meetings"**

Whereas the Council of The Corporation of the Township of Southgate wishes to enact a policy and procedure to provide for video and/or audio recording of Municipal Council and Committee In Closed Session meetings; and

Whereas section 5(3) of the *Municipal Act, 2001*, as amended, provides that a municipal power shall be exercised by by-law;

Now therefore be it resolved that the Council of The Corporation of the Township of Southgate enacts as follows:

1. **That** the Council Policy entitled "Video and Audio Recording of Municipal Council and Committee In Closed Session Meetings", attached hereto as Schedule "A", is hereby adopted; and
2. **That** this by-law comes into force on the date it is passed.

Read a first, second and third time and finally passed this 21st day of June, 2017.

Anna-Marie Fosbrooke - Mayor

Joanne Hyde - Clerk