

CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

BY-LAW NO. 19-590

Being a by-law to adopt HR Policy ADM 010-00; Recording of Council/Committee Meetings within the Township of South Algonquin

WHEREAS Section 8(1) of the Municipal Act, S.O. 2001, as amended, states that the powers of a Township under this or any other Act shall be interpreted broadly so as to confer broad authority on a Township to enable it to govern its affairs as it considers appropriate and to enhance the Township's ability to respond to municipal issues; and

WHEREAS The Township of South Algonquin is committed to sharing meeting information with their constituents, and

NOW THEREFORE the Council of the Corporation of the Township of South Algonquin enacts as follows:

1. The Audio Recording of Council Meetings Policy as outlined in Schedule "A" and forming part of the by-law is hereby adopted.
2. That this by-law will come into force and take effect on its passing.

READ A FIRST AND SECOND TIME this 6th day of March, 2019.

Jane A. E. Dumas, Mayor

Holly Hayes, CAO/Clerk-Treasurer

READ A THIRD TIME AND PASSED AND ENACTED this 6th, day of March 2019.

Jane A. E. Dumas, Mayor

Holly Hayes, CAO/Clerk-Treasurer

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.