



COU-01-2021

Recording of Council and Committees of Council Closed Meetings

Implemented: October 6, 2021

Revision Date: September 2023

References and Related Documents:

- *Municipal Act, 2001*
- Procedure By-law 2019-125
- Closed Session Policy – COU-01-2020
- Ontario Ombudsman Open Meetings Guide for Municipalities (Fourth Edition)

Policy Statement

This policy sets out the requirements for the audio and video recording of Council and Committees of Council closed session meetings.

Purpose and Scope

This policy shall apply to all closed meetings of Council and Committees of Council.

Definitions

Closed Meeting: Means a meeting of Council, Committee or Local Board that is closed to the public pursuant to Section 239 of the *Municipal Act, 2001*.

Policy Requirements

1. General

All Council and Committee Closed Session meetings shall be audio and video recorded by the Clerk, or their designate, in accordance with the following procedures, for the purpose of having a recording to assist with any closed meeting investigation:

2. Procedure

1. The Clerk, or their designate, shall commence the audio and video recording of all Council or Committee closed meetings, with details regarding the date, time, location and type of meeting.
2. At the conclusion of each Council or Committee closed meeting, the Clerk, or their designate, shall end the audio & video recording of all Council or Committee closed 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 Council or a Committee convenes in closed session multiple times, throughout one meeting, a separate recording will be made each time the Council or a Committee resumes in closed session, following steps 1 and 2, above.
4. All recordings will be transferred from the 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 recordings of closed meetings will be retained for a period of one year from the date of the meetings. The written meeting minutes shall constitute the permanent official meeting record, in accordance with the *Municipal Act, 2001* and the Township Records Retention policy.
6. The Clerk shall be authorized to release a recording of a closed meeting only to:
 - i) 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;
 - ii) Township legal counsel, or designate, for the purpose of providing solicitor-client advice with respect to the contents of a recording; and,
 - iii) any additional party authorized by Council.