



Rural Municipality of Rosthern No. 403

Public Meeting Audio Recordings

Adopted Motion _____

Authority:

By Resolution of Council

Definitions:

- a) **“Committee Meeting”** means a meeting of a Council Committee being held in Council Chambers with a recording secretary – HR/Personnel Committee is exempt from this Policy.
- b) **“Council”** means the Council for the Rural Municipality of Rosthern No. 403
- c) **“Municipality”** means the Rural Municipality of Rosthern No. 403
- d) **“Public Meetings”** means Regular or Special meetings of Council, including some Council Committee Meetings.
- e) **“Regular or Special Council Meeting”** means a Regular or Special Meeting of Council as provided by the Council Procedures Bylaw
- f) **“Recording”** means any audio recording made by the Municipality.
- g) **“RM”** means the Rural Municipality of Rosthern No.403.

Policy Objective:

This policy is implemented to ensure continuity, consistency and transparency of Public Meetings conducted by Council.

All public meetings that are held within Council Chambers shall fall within this policy with the exemption of the HR/Personnel Committee and any in-camera sessions of such meetings.

Meetings that take place outside of Council Chambers are not subject to this policy, unless an official Council meeting is being conducted outside Council Chambers Administration or designate will make reasonable efforts to audio record proceedings.

Procedure

Audio recording of Public Meetings shall follow the following procedures:

1. Notice to the Public:

Notice shall be provided to ensure that presenters and members of the public are aware that the meetings proceedings are being recorded and made available through the RM’s website. Via the Personal Information Policy.

All Meetings will have information posted near each public entrance appropriate signage notifying attendees that proceedings will be audio recorded, and that recordings are posted on the RM’s website.

This Policy shall be made available to the public for review.

2. Access to Recordings:

Audio recordings of public meetings are recorded as a convenience and as such the practice may be abandoned due to technical difficulty should the matter arise without sufficient time to provide a suitable solution.

Copies of the audio recordings will not be provided by the municipality. The municipality will not provide transcripts of these recordings, as the recordings are available online.

The Municipality shall make such recordings available to the public via the RM of Rosthern Website www.rmofrosthern.ca.

These recordings shall not be altered or misused in any way. No person shall use the recordings for municipal election advertising, campaigns or any other political activity. Unless expressly authorized herein, no part of the recorded materials posted may be reproduced.

3. Technical Difficulties:

The inability to record any meeting due to technical difficulties with recording equipment will not prohibit the meeting from commencing or continuing. The RM shall not be liable for failing to publish or produce any recordings of any meeting where recording the meeting was not viable due to technical difficulties. Due to the nature of technical equipment, it is not guaranteed that recordings will be continuous or fault-free.

4. Responsibility:

The Municipalities Administration Department shall be responsible for:

- Maintaining and storage of recordings of all public meetings
- Publishing the recordings of all open sessions so that they are accessible through the RM's website, with no alterations to the original recording.
- Archiving and storing the recordings of public meetings as per the Municipalities destruction bylaw.

Administration shall strive to publish the recordings as reasonably possible of the public meeting, prioritizing municipal duties and responsibilities. Notice will be given via website where the posting shall be should the posting not be available due to technical difficulties beyond staff control.

The Chair shall be responsible for:

- Maintaining order as outlined within the Procedural Bylaw and acknowledging each member by division to him/her speaking.
- Clearly announcing who moved and seconded each motion so the information is clearly recorded

Members of Council or Committee shall be responsible for:

- Refraining from speaking at the same time as another member is speaking to ensure that the member who has the floor is clearly recorded.

- Clearly announcing who moved and seconded each motion so the information is clearly recorded.

5. Termination or Suspension of Recording:

The recording of meetings shall begin at the commencement of the meeting and conclude at the adjournment of the meeting.

Council will suspend recording of the public meeting while in closed sessions.

A motion may be made by any member of Council and seconded with a carried vote to terminate or suspend the recording of a meeting if the recording would prejudice the proceedings of the meeting. this may include but not limited to:

- Public disturbance or other suspension of meeting
- Any other reason(s) as agreed by the majority of Council

6. Retention:

The recordings will be posted to the appropriate page on the RM's website.

Archived recordings will be retained for 7 years per the Municipalities Destruction Bylaw.

After 7 years the archived recordings will be removed from the website and deleted from the system.