

						Appendix A
	Oshawa	Town of Midland	City of London	City of Sarnia	Brighton	Adelaide Metcalfe
I am writing today to ask for your insight on the audio or video recording practice within your municipality for closed sessions?	We only audio record closed session - no video.					
How long has your municipality been electronically recording closed sessions?	Since March 2010 when Council directed the following: "That closed City Council and Standing Committee meetings be audio recorded and only released at the direction of City Council."	We have been electronically recording our closed meeting sessions for a number of years.	Since 2017	The policy was passed in February 2018, but we started the actual recording of closed meetings in May 2018, due to hardware availability problems. IT assisted with the purchasing of the hardware/software, as it did take a couple of months to make sure everything was working properly. (Relied on closed meeting minutes in usual manner during this time and apprised Council if the timeline changed for the implementation of recording of the closed meeting). We tried table top microphones, but then switched to overhead (drop down) microphones.	Yes we currently audio record the Council/Committee Closed Meetings, it was suggested through the Ombudsman's office two terms ago.	Since July 2017

Was it the result of an Ombudsman report?	we had an Ombudsman investigation the previous year and members of Council could not recall what had happened during the closed session and had difficulty answering the questions from the Ombudsman. Staff did not recommend audio recording closed sessions but Council decided to record them and only release at the direction of Council.	Yes, it was the result of an Ombudsman report on an investigation of a closed meeting.	Yes a recommendation contained in a Report.	No, Council passed a resolution, as brought forth by a Council Member.	Suggested by Ombudsman's office.	There was no direction, however it was recommended as a result of an Ombudsman Report.
Who has access to the recordings and how do you store them securely?	The audio recordings are stored in our Clerk's vault. Only our Council-Committee support staff have access to the recordings since they are in attendance at the meeting and are responsible to ensure the tapes are set up and removed from the recording device.	Only myself and the Deputy Clerk have access. They are stored under the Clerks electronic folder.	Only the Clerk and Deputy Clerk. It is locked in a safe in the Clerk's Office.	The Clerk's Dept. staff only (currently only 2 staff members). The 'cards' are kept in a locked file, then transferred to a secure external hard drive that requires a passcode.	The recordings are currently stored on the Clerk's secure network drive with only access granted to the Clerk and Deputy Clerk.	Clerk only...they are saved on an external hard drive and locked in the Clerk's desk and saved on the Township server.
Have you ever had to disclose the recordings as part of a closed session investigation?	Yes. Council always releases the recordings. However, it's important to note that we redact (silence) any Solicitor-Client advice. We have a software which allows us to snip out portions of the meeting. The Ombudsman is advised of this and it has not been an issue.	Not that I'm aware of.	No. No requests have been made.	Not as yet.	not yet	No

How long do you store these under your retention schedule?	All records related to Council and its Standing Committees are permanent in our Retention By-law.	We save them under C04 Council Minutes. The retention is 6 years.	One year from the date of the meeting.	One year, as suggested by City Solicitor.	Archived for 4 years. (as per policy attached).	Permanent – treated the same as minutes
Have the recordings of your closed sessions been tested through the FOI process?	Yes, we have had members of the public and Council request audio recordings of closed sessions which have been denied. We've also had members of Council request the audio recording at a Council meeting by making a motion and those motions have failed.	Not that I'm aware of.	No requests have been made.	Not as yet.	As of yet we haven't received any FOI requests for the recordings and haven't had any investigations.	No