



Audio & Video or Audio Only Recording of Council and Standing Committee In-Camera Meetings Policy

Policy Name: Audio & Video or Audio Only Recording of Council and Standing Committee In-Camera Meetings Policy

Legislative History: Adopted TBD

Last Review Date: TBD

Service Area Lead: City Clerk

1. Policy Statement

- 1.1 This policy sets out the requirements for the audio & video or audio only recording of Council and Standing Committee In-Camera meetings

2. Definitions

- 2.1 Not applicable.

3. Applicability

- 3.1 This policy shall apply to all in-camera meetings of Council and its Standing Committees.

4. The Policy

- 4.1 General

All Council and Standing Committee In-Camera meetings shall be audio & video or audio only recorded by the City Clerk, or assigned City Clerk's Office staff, in accordance with the following procedures, for the purpose of having an audio & video or audio only recording to assist with any closed meeting investigation:

4.2 Procedure

- a) The City Clerk, or assigned City Clerk's Office staff, shall commence the audio & video or audio only recording of all Council or Standing Committee In-Camera meetings, with details regarding the date, time, location and type of meeting.
- b) At the conclusion of each Council or Standing Committee In-Camera meeting, the City Clerk, or assigned City Clerk's Office staff, shall end the audio & video or audio only recording of all Council or Standing Committee In-Camera 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.
- c) In those circumstances where Council or a Standing Committee convenes in closed session multiple times, throughout one meeting, a separate recording will be made each time the Council or a Standing Committee resumes in closed session, following steps 1 and 2, above.
- d) All audio & video or audio only recordings will be stored on encrypted USBs (during COVID-19, while using Webex during virtual meetings) and stored in a secure location or on a stand-alone encrypted server (during in-person meetings) in a secure location, to the satisfaction of the City Clerk.

**Audio & Video or Audio Only – To be determined
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- e) All **audio & video or audio only** recordings of closed meetings will be retained for a period of one year from the date of the meetings. The written Closed Council Minutes and Closed Standing Committee Minutes shall constitute the permanent official meeting record, in accordance with the *Municipal Act, 2001* and the City of Hamilton's Retention By-law. If there is a discrepancy in the minutes, the recording will be used to only verify its accuracy by the meeting Clerk.
- f) The City Clerk shall be authorized to release an **audio & video or audio only** 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
 - ii) the City Solicitor, or designate, for the purposes of litigation.