



# INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	May 6, 2021
<b>SUBJECT/REPORT NO:</b>	Archiving of City Council Videos (FCS21053 / CM21007) (City Wide) ( <b>Outstanding Business List Item</b> )
<b>WARD(S) AFFECTED:</b>	City Wide
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<b>SUBMITTED BY:</b> <b>SIGNATURE:</b>	Matthew Grant

## COUNCIL DIRECTION

That staff be directed to report back to the Audit, Finance & Administration Committee on May 6, 2021, outlining the City's current practice for the retention of the video recordings of Council, Sub-Committee, and Advisory Committee meetings.

## INFORMATION

### *Overview of the regulatory environment*

City of Hamilton Council and Committee videos fall under the City's Records Retention By-law 11-040, as amended. The by-law identifies that recordings of meetings of Council/Committees are to be retained permanently.

An amendment to the bylaw was adopted by Council on April 28, 2021 and captures the City's current practice with Citizen Advisory Committees (CAC), which is to live stream but not retain or archive recordings of CAC meetings. The current records retention bylaw was adopted in 2011. The practice of streaming CAC meetings was adopted in July 2020 (report #FCS20061) as a temporary measure to satisfy the Open Meeting Requirements of the Municipal Act. Prior to the pandemic, these meetings were open to

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members of the public, but they were not live streamed. There is a plan to review the practice of streaming and recording Citizen Advisory Committee meetings during the next term of Council.

Municipalities are required, as per the *Municipal Act 2001*, as amended, to set their own requirements for retention. This retention of meeting recordings is not specifically legislated as it is not considered the official record of a Council meeting and is therefore governed as business practice of the municipality. The official record of a Council meeting under Legislation is considered the Council minutes. Similarly, the official record of Citizen Advisory Committees are the minutes, which like Council documents are made available online.

### *Overview of the City's practice of archiving videos of Council and Committee Meetings*

The City began recording Council and Committee meetings in 2011, and the records retention bylaw, adopted 2011, required the City to keep video recordings of Council meetings permanently. Prior to the adoption of the eScribe platform in 2018, all video records were archived using the City's old agenda management system.

Following the adoption of eScribe, all videos were taken and stored on that platform, meaning all videos taken since the City adopted eScribe are available for view on the City's website.

Following the adoption of the eScribe platform, the City also began converting and migrating available videos to the new platform. It should be noted that during that transfer process, several recordings were corrupted during the process could not be transferred over. As a result, several video recordings between 2011 and 2018 are not available.

Staff plan to develop a robust archives program during the next term of Council and will include the archiving of digital assets.

### **APPENDICES AND SCHEDULES ATTACHED**

N/A