



Hamilton

CITY OF HAMILTON

CORPORATE SERVICES
City Clerk's Division

TO: Chair and Members Audit, Finance and Administration Committee	WARD(S) AFFECTED: CITY WIDE
COMMITTEE DATE: December 9, 2013	
SUBJECT/REPORT NO: Retention of Live Streamed Recordings of Council and Standing Committees (FCS13069) (City Wide) (Outstanding Business List Item)	
SUBMITTED BY: Mike Zegarac Acting General Manager Finance & Corporate Services	PREPARED BY: Rose Caterini, City Clerk (905) 546-2424 ext. 5409
SIGNATURE:	

RECOMMENDATION

- (a) That Schedule "A" of By-law 11-040 "Retention Periods for Records", be amended to reflect the retention status of Council meeting video recordings as "temporarily suspended" pending the Web Redevelopment review;
- (b) That the amending By-law, attached to Report FCS13069, as Appendix "A" be passed.

EXECUTIVE SUMMARY

Staff was directed to review the feasibility of amending the City of Hamilton Retention Periods for Records By-law 11-040 to include the permanent retention of all Council and Standing Committee live-streamed video recordings. Currently, Schedule "A" of By-law 11-040 indicates the retention of Council videos as the term of Council, attached as Appendix "B". Live-streamed videos of Council and Standing Committee meetings have been available on the web since January 2011.

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Pending the web redevelopment review by the Web Redevelopment and Service Channel Sub-committee (WRSC), staff is recommending suspending the removal of the current and future live-streamed archived videos from the City's Website. In the meantime staff will continue to review the permanent archiving, as well as means of accessing archived videos with the WRSC Sub-Committee.

All archived recordings of the live-streamed meetings will continue to be available through the City's website.

Alternatives for Consideration – Not Applicable

FINANCIAL / STAFFING / LEGAL IMPLICATIONS (for Recommendation(s) only)

Financial: N/A

Staffing: N/A

Legal: N/A

HISTORICAL BACKGROUND (Chronology of events)

The Audit, Finance and Administration Committee, at its meeting of July 10, 2013, approved the following resolution:

(ii) Retention of Live Streamed Recordings (Item 10.2)

That staff be directed to review the feasibility of amending the City of Hamilton Retention Periods for Records By-law 11-040 to include the permanent retention of all Council and Standing Committee live-streaming recordings and report to the Audit, Finance & Administration Committee.

POLICY IMPLICATIONS/LEGISLATED REQUIREMENTS

There are no legislated requirements to retain archived videos for any period of time.

RELEVANT CONSULTATION

Legal Services and Information Technology Divisions.

ANALYSIS / RATIONALE FOR RECOMMENDATION

(include Performance Measurement/Benchmarking Data, if applicable)

Currently the City Clerk's Division stores all archived Council and Standing Committee videos on the City's website. City Clerks have retained the videos online since video streaming began in 2011. Discussions are taking place regarding the redevelopment of the Web including what is currently on the website with respect to Agendas, Minutes, Reports and what will continue to be made available to the public online in the future.

Should Council wish to continue to allow public access to the archived videos, the following issues will need to be considered:

1. Storage capacity on the City's Website
2. If the videos are not stored on the City's website, how can citizens gain access to a video, and what equipment would be required to access the video
3. To meet the Accessibility for Ontarians with Disabilities Act (AODA), archived videos are required to be closed captioned. Staff are exploring the costs and staffing to fulfil this requirement.

ALTERNATIVES FOR CONSIDERATION

(include Financial, Staffing, Legal and Policy Implications and pros and cons for each alternative)

Not applicable

ALIGNMENT TO THE 2012 – 2015 STRATEGIC PLAN:

Strategic Priority #1

A Prosperous & Healthy Community

WE enhance our image, economy and well-being by demonstrating that Hamilton is a great place to live, work, play and learn.

Strategic Priority #2

Valued & Sustainable Services

WE deliver high quality services that meet citizen needs and expectations, in a cost effective and responsible manner.

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Strategic Objective

- 2.1 Implement processes to improve services, leverage technology and validate cost effectiveness and efficiencies across the Corporation.
- 2.2 Improve the City's approach to engaging and informing citizens and stakeholders.
- 2.3 Enhance customer service satisfaction.

Strategic Priority #3

Leadership & Governance

WE work together to ensure we are a government that is respectful towards each other and that the community has confidence and trust in.

- 3.4 Enhance opportunities for administrative and operational efficiencies.

APPENDICES / SCHEDULES

Appendix "A" – Amending By-law

Appendix "B" – Current Excerpt from Schedule A of By-law 11-040 Respecting Retention of Council Video

Authority: Item , Audit, Finance & Administration
Committee
Report
CM:

Bill No.

CITY OF HAMILTON

BY-LAW NO.

**TO AMEND BY-LAW NO. 11-040
TO ESTABLISH RETENTION PERIODS FOR RECORDS
OF THE CITY OF HAMILTON**

WHEREAS the Council of the City of Hamilton enacted by-law 11-040 being a By-law to Establish Retention Periods for Records of the City of Hamilton, on January 26, 2011, pursuant to section 255, of the Municipal Act, 2001;

AND WHEREAS the Council of the City of Hamilton, in adopting item X of Report 12-XX of the Audit, Finance & Administration Committee, at its meeting held on the 9th day of December, 2013, recommended that Records Retention By-law 11-040 be amended as hereinafter provided;

NOW THEREFORE the Council of the City of Hamilton enacts as follows:

1. That the following file classification in Schedule A to Records Retention By-law 11-040 be amended as follows:
 - (a) **CO06 – Council/Standing Committee Meeting Recordings**
Total Retention be amended to reflect 'temporarily suspended' status pending the Web Redevelopment Review.
2. This By-law comes into force on the day it is passed.

PASSED this 11th day of December, 2013.

R. Bratina
Mayor

R. Caterini
City Clerk

Council Legislative Services

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Department	Remarks
CO	01		By-laws	Records associated with draft and final versions. This record series may include working documentation used in the development of by-laws.	P	P	P	Y	Y	Clerks	
CO	02		Council Agendas, Minutes and Original Supporting Documents	Records associated with Council agendas, minutes and original supporting documents to agendas and minutes. This records series include attachments to and extracts from agendas and minutes. This records series also includes notices of Council meetings.	P	P	P	Y	Y	Clerks	
CO	03		Council Standing Committees and Supporting Documents	Records associated with Standing Committees of Council including Committee of the Whole (COW) and Board of Health agendas, minutes, reports and original supporting documents. This records series includes attachments to and extracts from agendas, minutes and reports. This record series also includes notices of Standing Committee meetings.	P	P	P	Y	Y	Clerks	
CO	04		Agencies, Boards and Committees	Records associated with municipal agencies, boards and commissions. This records series includes agendas, minutes, notices of meetings	P	P	P	Y	Y	Clerks	
CO	05		Appointments to Agencies, Boards and Committees	Records associated with appointments to Agencies, Boards and Committees. This records series includes applications.	T		T	Y	Y	Clerks	T = Term of Office
CO	06		Council/Standing Committee Meeting Recordings	Records associated with audio and visual recordings of Council Meetings and Standing Committee Meetings - maintained as a resource tool only - not considered the official record of Council/Committee proceedings	T		T	N	Y*	Clerks	T = Term of Council *Only applies to Inaugural Meeting of Council
CO	07		Federal Legislation	Records associated with Federal legislation	S		S	N	Y	Originating	
CO	08		Provincial Legislation	Records Associated with Provincial Legislation	S		S	N	Y	Originating	