

## MUNICIPALITY OF THE DISTRICT OF YARMOUTH

<b>Audio/Video Recording Policy</b> <b>A-0210-13</b>	Effective Date:  April 24, 2013
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### 1. Purpose

The purpose of this policy is to provide direction relating to audio and video recordings of Municipal Council/Committee meetings and requests for copies of these recordings.

### 2. Definition

“Official record” of meeting – The written minutes of the proceedings of the meeting after receiving approval of Council.

### 3. General

It is the corporate practice of the Municipality of the District of Yarmouth to operate in an open and transparent environment, making as much information available to the public as possible. The Municipality of the District of Yarmouth, as herein noted, recognizes the approved written minutes of its proceedings as the *official record*. These minutes include summarized narratives on the various issues that come before Council/Committee and record actions or motions. The minutes are not and should not be taken in verbatim style. The Municipality may use video recording equipment for the primary purpose of recording Council meetings for airing on Eastlink Community Television. The municipality may use audio and/or video recording equipment for the sole purpose to assist with composition of draft minutes. To ensure the integrity and status of the written minutes once they are approved it will be the normal practice to delete audio and/or video recordings once minutes approval by Council is complete.

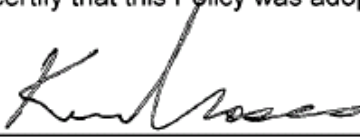
It will be the normal practice that:

- a) In the interim between composition of draft minutes and the formal approval of same at the next meeting of Council/Committee (approximately 60 days), any audio/video recordings will be maintained;
- b) Once approval is given to draft minutes and they become the *official record*, any audio/video recordings will be deleted;

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- c) In the time period that audio/video recordings are maintained before deletion anyone requesting a copy of an audio or video recording must do so in writing, addressed to the C.A.O.;
- d) Audio recordings of "In Camera" sessions will not be made available;
- e) Any costs for reproduction of audio/video recordings, including the cost of the medium they are recorded on and staff time involved, will be the responsibility of the requester and must be paid before an audio or video recording is released.

<b><u>Clerk's Annotation For Official Policy Book</u></b>	
Date of Notice to Council members of Intent to Consider (7 days minimum): <u>April 17, 2013</u>	
Date of Passage of Current Policy: <u>April 24, 2013</u>	
I certify that this Policy was adopted by Council as indicated above.	
 _____	<u>April 24, 2013</u> _____
Clerk	Date

Date last reviewed:

Date of last amendment: