



Department #11: Council
Policy No: 30
Policy Title: Electronic Recording of Council Meetings
Resolution No: 105/23
Date: May 17, 2023
Review Date: 2025

Policy Statement:

The purpose of this policy is to set out guidelines to be followed when meetings of the Village of Alix Council or Council Committees are being electronically recorded.

Council of the Village of Alix believes that all individuals, whether members of Council, members of Council Committees, staff or the public have the right to know that they are being electronically recorded.

Guidelines/Procedures:

The Village of Alix Council meetings, and most Committee meetings are open for the public and media to attend.

The Village of Alix may record all or portions of official proceedings. Members of the public, delegations or media representatives are permitted to record open meetings on their own recording devices. The retention or use of these recordings cannot be directly controlled by the Village.

For this reason the following measures will be taken:

1. The Village shall place signs on the doors entering the Council Chambers and within Chambers indicating that any public meetings may be electronically recorded.
2. Whenever a meeting is to be recorded, a member of Council or staff will state that the meeting is being recorded and place the recording device in plain view.
3. If a virtual meeting is being recorded, the meeting will be set up so all who enter the meeting are advised that the meeting is being recorded.
4. Recordings of meetings will be kept in archives for a period of 12 month from the day of recording.
5. Recordings will be available for the public to view during Village Office hours with advance notice.

Mayor

CAO

Date