



Department Name: Council  
Department # 11

Policy No.  
30

Policy Title: Electronic Recording of Council Meetings

Status:  
Approved

Res. #  
258/14

Date:  
Oct 15, 2014

**Policy Statement:**

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

Electronic recording of some Village meetings such as the Assessment Review Board and the Subdivision & Development Appeal Board are necessary. At times, the local news media also prefers to electronically record all or a portion of Village meetings for recall purposes. 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 and Committee meetings are open for the public and media to attend.

The Village of Alix records all or portions of official proceedings. Members of the public or media representatives are permitted to record meeting proceedings 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 Town shall place signs on the doors entering the Council Chambers indicating that any meetings may be electronically recorded.
2. A tent sign shall also be placed on the Council Chambers table indicating that any meetings may be electronically recorded.
3. Recordings of meetings will be kept in archives for a period of 12 month from the day of recording.
4. Recordings will be available for the public to view during Village Office hours with advance notice.

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Mayor

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CAO

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Date