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# Electronic Recording of Council Meetings

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Date Approved by Council: May 10, 2016

Resolution: 11.05.16

Review Date: Organizational Meeting

Related Bylaw: N/A

Amendments: 2016-10-19-13

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## **Policy Statement**

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

## **General Statement**

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 Hussar 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**

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

- The Village shall place signs on the doors entering the Council Chambers indicating that any meetings may be electronically recorded.
- A tent sign shall also be placed on the Council Chambers table indicating that any meetings may be electronically recorded.
- Recordings of meetings will be kept in archives for a period of 12 months from the day of recording.
- Recordings are available to the public during Village Office hours and notification of such shall be made on the Village of Hussar website.