



Policy Title: Recordings of Legislative Meetings Policy
Policy Number: CC001
Report Number: C2011-32
Approved by: Council
Effective Date: 2011 April 11
Business Unit: City Clerk's Office

BACKGROUND

1. As approved in C2011-08, *Online Archive of Legislative Video*, audio-visual recordings (video) of Regular Council and Standing Policy Committee meetings, including the Priorities and Finance Committee and the Event Centre Assessment Committee, will be made available online. City Clerk's Office currently makes agendas and meeting minutes available online. The City of Calgary City Clerk's Office has previously used audio recordings of Council meetings. Shaw TV has broadcasted City of Calgary Council meetings for many years, while The City itself has made live video of legislative meetings available on the Internet since 2009.

PURPOSE

2. This policy supports the City of Calgary *Procedure Bylaw 35M2017*, in identifying the expectations and requirements of video recordings of Regular Council and Standing Policy Committee (SPC) meetings, including the Priorities and Finance Committee and the Event Centre Assessment Committee, and making the recordings available online. This policy reflects The City of Calgary's ongoing effort to improve the ease-of-access and transparency of the legislative process.

POLICY

3. The City Clerk shall make video recordings of Regular Council and Standing Policy Committee, including the Priorities and Finance Committee and the Event Centre Assessment Committee meetings available to the public on the Internet for a period of four (4) years from the date of the meeting.
4. The City Clerk shall make video recordings of Special Council meetings held in the Council Chambers available to the public over the Internet for a period of four (4) years from the date of the meeting.



5. These recordings promote broader access to meetings; the confirmed minutes remain the official records of legislative meetings.
6. In accordance with Section 208 (1) of the *Municipal Government Act*, minutes of meetings are to be recorded without note or comment and presented for adoption at a subsequent meeting. The keeping of a video record of legislative meetings in no way detracts or undermines the position of confirmed minutes as the official record of decision.
7. Signage shall be posted to ensure that presenters and members of the public are aware that all public meeting proceedings are being broadcasted, recorded and made available over the Internet.
8. The City Clerk shall make an audio recording of Special Meetings of Council held in a location other than the Council Chambers, regardless of the location of the Special Meeting, at whatever level of recording is possible.

PROCEDURE

9. Once the four (4) year retention period has elapsed, the recorded audio and/or video shall be disposed of according to:
 - 9.1 *Records Management Bylaw 53M99*;
 - 9.2 *Administrative policy GN-016 Transitory Records*; and
 - 9.3 *Records Management Program Guideline 03-02-08 Records Hold Guideline*.
10. Disposal of the recordings can be postponed if an external written request to retain the recordings is submitted to the City Clerk before the retention period has elapsed, followed by receipt of a Court Order within sixty (60) days of the written request.



AMENDMENTS

| Date of Council Decision | Report / Bylaw | Description |
|---------------------------------|---|---|
| 2019 January 14 | VR2019-0003 | Add the Event Centre Assessment Committee to sections 1, 2 and 3. |
| 2018 October 15 | Administrative Inquiry AI2018-05 | Add the Priorities and Finance Committee to sections 1, 2, and 3. |
| 2017 July 31 | PFC2017-0433 Bylaw 35M2017 | Bylaw 44M2006 is repealed and replaced with Procedure Bylaw 35M2017. Removes all reference to how recordings of meetings are administered from the Procedure Bylaw. This Council Policy remains as the single source of procedure for retaining archived audio-visual recordings of Council and SPC meetings. |
| 2015 March 30 | LGT2015-0237/ Bylaw 15M2015 | Amend the length of retention for the audiovisual recordings of Council and SPC proceedings from three (3) years to four (4) years |
| | | 2014 September 5: Policy format revisions |
| 2011 April 11 | C2011-32 | Rescind and replace Access to Council Tape Policy |
| 2006 November 13 | Bylaw 44M2006 (<u>The Procedure Bylaw</u>) | Section 57 (1) (2) (3) (4) (5) and (6) amended Section 53 (1) of The City of Calgary Procedure Bylaw 30M2002 |