

## TITLE: AUDIO/VIDEO RECORDING OF COUNCIL MEETINGS

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RESOLUTION NUMBER: 2024-04-15

POLICY #: CP-001

EFFECTIVE DATE: APRIL 23, 2024

SUPERSEDES: 100-004-19

UP FOR REVIEW: 2028

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### PURPOSE

To establish regulations on the recording of Council meetings and to ensure an individual's right to the expectation of privacy while also allowing public participation in Council meetings. This policy applies to all regular and special meetings of the Council or Committee.

### DEFINITIONS

**Recording** means any recording made by any electronic device capable of recording sound or picture. This includes but is not limited to recordings made by video cameras, cassette recorders, smartphones, laptops, tablets, digital audio tapes and stored in any format.

**Closed Session** is a private and confidential meeting that is closed to all the public excluding the Board/Council.

**Committee Meeting** is a meeting of the members of the Council who form a committee to discuss the matters of the Town of Magrath.

**Council** means the elected officials of the Town of Magrath.

**Council Meeting** means any regular or special meetings of the Council.

**Town of Magrath** means the municipality of Magrath.

### POLICY STATEMENTS

1. The use of cameras, audio, or video recording devices (laptops, smartphones, tablets, etc.), taking photos or transmitting photos, videos, or audio by external users or by a staff or Council member during a public meeting of Council, Committee or public gathering of Council including Open Houses is prohibited unless consent is given in writing before the meeting. Violation of this policy will result in the offending party being asked to excuse themselves from the meeting or gathering immediately.

2. The ability for the public to present at meetings of the Council or Committee will be available through electronic means by contacting the Town Office and registering/requesting an electronic invitation to the meeting. Meetings will not be recorded and saved for future reference or postponed observation.
  
3. All meetings of the Council and Committee are public meetings, and all are invited to attend in person. Under extenuating circumstances, Council Chambers may be closed to the public for health considerations, however, the meetings will be available for observation through electronic means.
  
4. All public participation will be dismissed from Council Chambers and disconnected from electronic observation when a closed session of Council and Committee meetings takes place.