



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Richard AI, Manager of Employee and Business Services
DATE: 07/03/2016
SUBJECT: Audio/Video Recording Closed Session Meetings
ATTACHMENTS: Procedure for Electronic Recording of Closed Sessions.docx

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receive the report of the Manager of Employee and Business Services entitled 'Audio/Video Recording Closed Session Meetings' for information purposes;

AND FURTHER THAT the Procedure for Electronic Recording of Closed Sessions be approved.

EXECUTIVE SUMMARY

During the February 1st, 2016 meeting, Council passed By-law 18-2016 accepting revisions to the Township of North Huron Procedural By-law. One consented revision included the requirement to commence audio/video recording of Closed Session meetings.

DISCUSSION

Various approaches to the electronic recording of Closed Sessions were investigated and it was determined by staff that the most effective means would be to utilize a stand-alone digital video camera. Using such a device staff could record the meetings, process and convert the footage on a computer, and then archive the recording on an external storage device which could be stored securely in the Township vault.

Attached to this report is a procedure outlining the details of this process.

FINANCIAL IMPACT

The hardware costs to implement this initiative are minimal as the Township currently has access to a digital video camera and a computer which will be sufficient to record and process Closed Sessions. The purchase of an external hard drive to be used strictly for archiving processed recordings is required at a cost of approximately \$100.00.

The other cost associated is that related to staff time for the operation of equipment, processing of recorded footage, and transfer of recordings to the storage device for archiving. The time required to process footage will vary depending upon the duration of the meeting.

FUTURE CONSIDERATIONS

Additional external hard drives to be used for archival purposes may be required depending upon the number and duration of Closed Sessions in a given timeframe.

RELATIONSHIP TO STRATEGIC PLAN

GOAL#4 - Our municipality is fiscally responsible and strives for operational excellence.

Outcome: We have a responsible and accountable local government.

Richard Al, Manager of Employee and
Business Services

Kathy Adams, Director of Corporate
Services/Clerk

Sharon Chambers, CAO