


Function: Administration - 05
Department: Legislative - 030
Policy No.: 002



Recording Devices

Effective Date: December 14, 2018
Review Date: December 14, 2023
Cancel: Policy 152-1 Recording Devices Policy
Resolution #: 810-18

CAO Signature: 

Purpose: Section 7(1) of the Procedures (and Committee) Bylaw 17-2015 prohibits the use of an electronic device to record video or sound within a meeting of County Council or its Committees unless approved by Council.

Council wishes to provide guidance on the circumstances in which it will generally approve a request to create an audio recording of a meeting of County Council or its Committees.

Policy Statement:

Where an individual is attending the County Council or Committee meeting in his or her capacity as a reporter or other member of the media and wishes to record the proceedings for the purposes of reporting the events at the meeting to members of the public, the individual shall complete the Request Form attached as Schedule "A" to this Policy.

Upon receipt of a completed Request Form, Council will generally approve audio recording by the individual that has completed the Request Form

Schedule “A “
Audio Recording Request Form

I confirm that I am a member of the news media and am attending the meeting of County Council/Committee of Council for the purpose of reporting on the Council meeting to members of the public, and for no other purpose. I agree not to further disseminate the audio recording for any other purpose without the prior consent of the County.

Signed this _____ day of _____, 20_____

Print Name: _____