

GENERAL STATEMENT OF POLICY:

24.1 It is the Policy of the Region of Queens Municipality to have a series of guidelines for the use of recording devices during committee meetings of council and any council procedure in a public forum.

DEFINITIONS:

24.2 ***Audio Recording*** means: The use of a device that records the audio only.

24.3 ***Video Recording*** means: The use of a device that records the video and audio of a proceeding.

POLICY PROCEDURE:

24.4 The use of video recording devices shall not be permitted during any committee meetings of council or any council procedure in a public forum without the consent of council.

24.5 The use of audio recording devices during committee meetings of council shall be permitted.

24.6 When an audio recording device is to be used during any committee meeting, council meeting or public hearing in a public forum, (including by the media) other than the Region's recording system used by staff for purposes of minute preparation, the Mayor or Chair of the meeting shall be informed prior to the opening of the meeting of any audio recordings to be made at the said public session. The Mayor or Chair shall announce that such procedure is taking place.

24.7 Nothing in this policy shall preclude the media from using video or audio recording devices for interviews during any recess on public meeting proceedings.

Approved by Council: August 16, 2004