



Policy Title	Electronic Recording of Meetings
Authority	Council
Approved (Dates/Motion #)	Mar. 8, 2021 (M# TOB65/21)
Policy Number	P-TOB11/003-21
Review	To be reviewed annually at the Organizational meeting
Reviewed by/date	Council on October 27, 2025

Policy Statement

The purpose of this policy is to set out guidelines to be followed when meeting of the Town are being electronically recorded.

Definitions

Chamber – means the Council Chamber of the Town where business is conducted.

Chief Administrative Officer (CAO) – means the administrative head of the municipality.

Council – means the elected body of the Town.

Elected Official – means an elected representative of the Town tasked with local governance in Bassano.

Electronic Recording Devices – means an electronic device that is used to record meetings.

Town - means the incorporated municipality of Bassano.

Mayor – means the Chief Elected Official of the Town appointed annually at the organization meeting by the elected officials.

Meeting – means any public council meeting, council committee meeting, Municipal Planning Commission, Assessment Review Board, or Subdivision and Development Review Board meetings.

Responsibility

It is the responsibility of the Council and the CAO to ensure this policy is implemented.

General Statement

Electronic recording of some Town meetings may be necessary. At times, the local news media also prefers to electronically record all or a portion of a meetings for recall purposes. Council believes that all individuals, whether they are elected, appointed, staff, or the public have the right to know that they are being electronically recorded.

Process

1. Council and council committee meetings are open to the public. Any meeting that is open to the public may be electronically recorded in part or in whole. Any person attending the meeting is permitted to record meeting proceedings on their own recording devices. The retention or use of these recording cannot be directly controlled by the Town. For that reason, the following measures will be taken:
 - 1.1 The Town shall place signs on the doors entering the Chambers indicating that public meetings may be electronically recorded.
 - 1.2 A tent sign shall be placed on the Council Chambers table indicating that any public meeting may be electronically recorded.
 - 1.3 Any recorded meetings by the Town will be kept in archives for a period of 12 months from the day of the recording.
 - 1.4 Any recorded meeting by the Town kept in archives may be viewed by the public during regular office hours.
2. Closed session meetings shall not be electronically recorded.
3. The following policy are hereby rescinded:
 - 3.1 Policy TOB-205 Electronic Recording of Town Meetings

END OF POLICY