



Severn Sound Environmental Association
Joint Municipal Service Board Meeting
2021 Fourth Quarterly Meeting (Q4) - January 27, 2022

STAFF REPORT

No: 73-21-SSEA
Date: January 21, 2022
To: Chair and Members of the SSEA Board of Directors
From: Lex McPhail, IT Manager/GIS Applications Specialist

SUBJECT: Video Posting and Archiving of SSEA Board Meetings

Strategic Plan Goal 4: An Exceptional Organization

RECOMMENDATION:

RESOLVED THAT: Staff Report No. 73-21-SSEA regarding the Posting and Archiving of SSEA Board Meeting Video content be received as information; AND

FURTHER THAT: direction be provided regarding the period of time SSEA Board Meeting video content is posted and archived.

Purpose of Staff Report

The purpose of this report is to provide the Board with information to determine an appropriate time period to make SSEA Board Meeting content available to the public utilizing the SSEA's YouTube Channel and for archiving purposes.

Background

In 2020, SSEA began recording and releasing SSEA Board Meeting proceedings, to its publicly available YouTube Channel, in an effort to enhance transparency of remote, online meetings during the COVID-19 Pandemic.

Analysis/Discussion

County of Simcoe and some lower tier municipalities have proceeded with establishing a maximum period for posting their Council and Committee meeting videos for public viewing. The County is looking at a one-year period before archiving content from their YouTube Channel. The Township of Oro-Medonte has decided on offering content for a 30-day period on their YouTube Channel before archiving. The Township of Tiny protocol is to host their Council meeting videos for the current year and one year thereafter.

Other than the time it takes to record, process and post video content, there is no additional cost to posting video content. The cost to archive is limited to hard disk space and download time.

Based on the consideration several municipalities have made with respect to the broadcasting and subsequent archiving of meeting video content, it is recommended that SSEA adopt a similar approach. By allowing public access to Board Meeting video content, SSEA enhances the transparency and public engagement processes.

It is recommended SSEA limit the posting of Board Meeting content for the duration of one year after which time the content will be removed from YouTube and archived on a SSEA hard drive. Archived videos will be stored for historical purposes and will be made available to the public upon request by following SSEA's request for information procedures.

Prepared by:
Original signed by

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