

Type of Decision									
Meeting Date	Friday, March 9, 2012				Report Date	Tuesday, March 5, 2012			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
REPORT TITLE									
Digital Recorder Report #09/03/12/1101									

Subject: The purchase and use of a digital recorder to capture data from Council meetings for record purposes.

RECOMMENDATION: That Council approve the following resolution authorizing the use of digital voice recorders for the contents of all council meetings.

**WHEREAS** memories are short and some statements made during meetings of council over the past year have been the subject of further debate and investigation;

**AND WHEREAS** having an accurate record of statements would have resolved a number of the challenges this Council is currently facing;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to utilize a digital recording device to provide an accurate and undisputable record of proceedings for future use.

Background/Executive Summary: Many municipal councils have their meetings recorded through local cable networks. Due to the size and location of our municipality, this is not an option however; a voice recorder will provide back up so that when memories fail, an accurate accounting may be located to resolve any future challenges.

Due to challenges encountered with the inability to accurately recollect what transpires at some Council meetings, it has been suggested to me by a number of individuals that Council purchase some type of recording device to ensure that an accurate record is available in the event of any further difficulties

It is not normal for the Clerk to record verbatim minutes however; having done so in some of the meetings of this past year would have provided a quicker resolution to some of the challenges that we are currently experiencing.

Financial Implications/Budget Impact: Cost from \$200 - \$400. Costs have been included in the draft budget.

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk

*Melinda Reith*