



Council Meeting Live Streaming and Recording Policy

Policy Number: 01-15
Date Adopted: March 11, 2024

Strategic Goals and Priorities:

- Community Engagement

Purpose

To improve accessibility and community participation in relation to decision making processes. It is predicted that live streaming and recording Council Meetings will provide more flexible and convenient access of Council debate and decisions to a wider audience. Live streaming and recording of Council Meetings also eliminates geographic and time barriers which may prevent the public from attending meetings in person; thereby resulting in greater community confidence in the integrity and accountability of the decision- making process. The Council Meeting Live Streaming and Recording Policy provides the policy direction and guidelines for Council, staff, and the community.

This policy reflects Council's commitment to transparent and accessible decision-making processes. Any parts of Council's Meetings that are closed to members of the public under Section 90 of the *Community Charter* is regarded as confidential and will not be recorded.

Scope

This policy applies to the following attendees present at open meetings of Council:

- Council and staff
- Guests and Delegations
- Gallery and Media

Responsibilities

Council

- Any changes, alterations, or amendments to this Policy language and intent are with the concurrence and approval of Council.

Department Responsible: Administration

Resolution No: 39/2024

File Location: F:\Administration\S1 Administration\0340 Circulars, directives, Orders, manuals, Policies\50 Policies and Procedures\Policy\Policy Folder\1. Section One - Council

Chief Administrative Officer (CAO)

- The CAO shall have overall responsibility to implement and manage all features and guidelines as identified within this policy.

Senior Management Team

- Responsible to know, understand and adhere to all features and guidelines of this policy, and to ensure that other staff within their department that are in attendance at meetings understand this policy

Employees

- Responsible to know, understand and adhere to all features and guidelines of this policy.

Definitions

“Council Meetings” refers to meetings of Council that are open to the public, its various committees and commissions.

“Live Stream” means a live, publicly streamed broadcast

Policy

Regular and Special Council Meetings held in District of Taylor Council Chambers will be live streamed and video recorded on the social media platform deemed appropriate by the Chief Administrative Officer. Any part of the meetings that are closed to members of the public under section 90 of the *Community Charter* are regarded as confidential and will not be video recorded. Special Meetings held for the sole purpose of going into a Closed Session will not be live streamed or video recorded.

Members of the public may provide comments in person at the meeting or via email by an advertised deadline prior to the meeting. In accordance with the District of Taylor Council Procedure Bylaw, comments will be reviewed and addressed during the “Gallery Comments on Agenda Topics” portion of the agenda. For statutory meetings requiring public consultation, additional methods for providing public comments may be advertised prior to the meeting.

The Chair, Chief Administrative Officer, and/or Corporate Officer have the discretion and authority at any time to direct the termination or interruption of live streaming and video recording. Such direction will only be given in exceptional circumstances were deemed relevant. Circumstances may include instances where the content of debate is considered misleading, defamatory, or potentially inappropriate to be published.

The District will make every effort to ensure that live streaming and recordings are available and will take no responsibility or be held liable for technical issues beyond its control. Technical issues may include, but are not limited to internet connection, device failure or malfunction, unavailability of social media platforms, or power outages.

Video files from live streaming and recording on the internet are part of the public realm and as such, are subject to alteration by a member of the public with no municipal control over such alternations. The Municipality assumes no liability associated with any alterations that may be made by a member of the public on the internet.

Live Streaming and Recording Notifications

Gallery and Media

It is not the intention to capture members of the gallery and media during live streaming and recording, however this may occur due to camera angles and seating arrangements. By attending the public meeting, attendees are consenting to their image, voice, or comments being live streamed and recorded. Signage will be visibly displayed in the foyer of the Municipal Council Chambers advising that the meeting is being recorded.

Immediately prior to commencing each meeting, the Chair will make a statement notifying those present that the meeting will be live streamed and recorded on the internet.

Guests and Delegations

Prior to the meeting, the Deputy Corporate Officer will advise guests and delegations that their voice and image may be recorded and included in the live stream.

Retention of Video Records

Video files will remain posted online for one year, after which they will be archived for an additional two years. Once the retention period expires after three years, video files may be removed from the internet, will not be retained by the District of Taylor, and will no longer be publicly available.

Official Meeting Records

The official record of open meetings shall be the written minutes. The retention of a video recording shall in no way detract or undermine the position of adopted minutes as the official records of decisions.