	COUNCIL POLICY	
	POLICY TITLE: LIVESTREAMING AND RECORDING OF COUNCIL MEETINGS	
	Policy Type: Legislative	L 1-23
	Date: March 13, 2024	

PURPOSE:

To provide guidelines for the live streaming, audio/video recording management of Council Meetings.

POLICY STATEMENT:

Council Meetings may be live-streamed, or video recorded and published on the Town’s website via a video-sharing service to promote transparency, public participation and access to municipal decision-making, with the exception of any meetings or portions of meetings closed to the public in accordance with Section 197 of the *Municipal Government Act* will not be broadcast, video recorded or published.

DEFINITIONS:

“**ACT**” means the *Municipal Government Act*, Alberta R.S.A. 200, CM-26 and all amendments thereto.

“**CAO**” means a person appointed as the Chief Administrative Officer by Council or the person designated by the CAO to carry out a particular duty.


“**CHAIR**” means the Mayor, Deputy Mayor or designated chair of the meeting.

“**LIVESTREAM**” means a live, publicly streamed broadcast.


“**MEETING**” means any meeting open to the public in accordance with Section 197 of the Act.

GUIDING PRINCIPLES:

1. All Council proceedings will be livestreamed, video recorded and published on the Town’s website.
2. Notification shall be posted on the Town’s website and in Council Chambers to ensure that presenters and members of the public are aware that public meeting procedures are being livestreamed and recorded.

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3. The meeting may not be recorded should the meeting be held in a location other than Council Chambers or if there are unforeseen technical difficulties.
4. Technical difficulties in livestreaming or video recording shall not be a sufficient reason to adjourn or postpone the meeting.
5. The Chair of the meeting has the authority to request suspension of the video recording and livestreaming for meeting breaks or disturbances.
6. The official record of the meetings shall be the approved written minutes. The keeping of a video record of a meeting shall in no way detract or undermine the position of the approved minutes as the official record of decisions.
7. The video records are Transitory Records that may be kept for a minimum of 12 months and for up to 48 months, and no permanent record shall be kept by the Town of Gibbons.
8. Following the meeting by way of majority vote, the Chair, or the CAO, have the discretion and authority to direct the exclusion of all or part of any meeting recording that is considered inappropriate to be published. Such direction will only be given in exceptional circumstances. Material considered to be inappropriate may include, but is not limited to, material that may be:
 - a. Be false or misleading communication which damages the reputation of another individual or organization;
 - b. Infringe copyright;
 - c. Breach the privacy of an individual or unauthorized disclosure of the personal information of an individual;
 - d. Be offensive;
 - e. Constitute discrimination;
 - f. Constitute hatred of a person or group of people and is likely to offend, insult, humiliate or intimidate; and/or
 - g. Disclose confidential or privileged information.
9. Unless otherwise indicated, copyright to the recordings of meetings made available on the Town’s website is owned by the Town of Gibbons. Permission is granted to produce or reproduce the recordings posted on the website, or any substantial part of such recordings for personal, non-commercial, educational and news reporting purposes only, provided that the copied material is not modified or altered, and ownership of the material is attributed to the Town. For certainty, no person may use the recording for

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commercial activity, political party advertising, election campaigns, or any other politically partisan activity. Unless expressly authorized herein, no part of the recorded materials posted on the Town’s website may be reproduced except in accordance with the provisions of the *Copyright Act*, as such Act may be amended or replaced from time to time, or with the express written permission of the Town.

10. Recordings made by anyone other than the Municipal Secretary or their designate do not qualify as a recording of the proceedings. Use of any electronic recording devices, including but not limited to digital cameras, standalone video cameras, internet accessible webcams, video recorders, audio recorders and software designed to monitor activities in Council may be prohibited at the discretion of Council.

SUPERCEDES:

POLICY L 1-15

[ORIGINAL COPY IS SIGNED]

Dan Deck
Mayor

[ORIGINAL COPY IS SIGNED]

Farrell O’Malley
CAO

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DOCUMENT HISTORY

NATURE OF CHANGE	ADOPTED DATE	ADOPTED/APPROVED BY	INITIAL	NEXT REVIEW DATE
New Policy	March 13, 2024	Council		2029