



BROADCASTING AND RECORDING OF COUNCIL AND COMMITTEE MEETINGS

Policy Number:	11/132.01 2023ADP
Policy Review:	Every 5 Years
Policy Owner (Dept.):	Corporate Services
Reference(s):	Municipal Government Act, Freedom of Information and Protection of Privacy Act

1. PURPOSE OF POLICY

- 1.1. To provide guidelines for the live streaming, audio/video recording and management of recordings of Council or Committee Meetings.

2. POLICY STATEMENT

- 2.1. Council or Committee Meetings may be live-streamed or video recorded and published to the City’s website via a video-sharing service to promote transparency, public participation and access to municipal decision-making. 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.

3. APPLICABILITY

- 3.1. This Policy shall apply to all Staff.
- 3.2. This Policy comes into effect upon approval of the CAO.

4. DEFINITIONS AND ABBREVIATIONS

- 4.1. **Act** – the *Municipal Government Act*, Alberta, R.S.A 2000, cM-26 and amendments thereto
- 4.2. **CAO** – the City of Lacombe’s Chief Administrative Officer
- 4.3. **Chair of the Council or Committee Meeting** – the Mayor or Deputy Mayor chairing the Council or Committee Meeting
- 4.4. **City** – the City of Lacombe
- 4.5. **Council Chambers** – the City of Lacombe’s council chamber



- 4.6. **Council or Committee Meeting** – any scheduled meeting of Council and any Public Hearings held in conjunction with a Council meeting.
- 4.7. **Staff** – regular full-time, regular part-time, temporary full-time, and casual employees, as well as any individual retained by the City who is acting on the City’s behalf
- 4.8. **Transitory Records** – records in any format that are of short-term value, with no further uses beyond an immediate action.

5. **ROLES AND RESPONSIBILITIES**

- 5.1. Chair of the Council or Committee Meeting
 - 5.1.1. Notify meeting attendees that video and audio of the meeting shall be streamed live and video recorded.
- 5.2. Chief Administrative Officer
 - 5.2.1. Approve this Policy.
 - 5.2.2. Ensure staff compliance with this Policy.
 - 5.2.3. Assign responsibility for the live streaming, video recording and publishing of Council or Committee Meetings to an appropriate staff member.
- 5.3. Communications & Community Engagement Coordinator
 - 5.3.1. Support compliance with the terms of this policy.
 - 5.3.2. Ensure video recording and publishing of the Council or Committee Meeting.

POLICY DETAILS

- 5.4. Notification that all Council or Committee Meeting proceedings are being live streamed, video recorded, and published on the internet shall be provided to presenters and members of the public attending by the following means:
 - 5.4.1.1. A notice posted on the City’s website with meeting agendas;
 - 5.4.1.2. Presenters or delegations shall be notified by the CAO or Legislative Coordinator;
 - 5.4.1.3. Signage in Council Chambers; and
 - 5.4.1.4. The Chair shall notify those present at the beginning of the meeting.
- 5.5. Live streaming and video recordings shall begin at the commencement of the meeting and conclude at adjournment.
- 5.6. Technical difficulties in live streaming or video recording shall not be a sufficient reason to adjourn or postpone the meeting.

ADMINISTRATIVE POLICY



- 5.7. The Chair of the Council or Committee Meeting has the authority to request suspension of the video recording and broadcasting for meeting breaks or disturbances.
- 5.8. The official record of Council or Committee Meetings shall be the written minutes. In accordance with the *Act*, minutes of meetings are to be recorded without note or comment and presented for adoption at a subsequent meeting.
- 5.9. The keeping of a video record of Council or Committee Meetings shall in no way detract or undermine the position of approved minutes as the official record of decisions.
- 5.10 The video recordings are Transitory Records that may be kept for up to 12 months, and no permanent record shall be kept by the City of Lacombe.

6. END OF POLICY

Original Signed

January 24, 2023

Signature of CAO

Date

POLICY RECORD

Approval and Amendment History

Date of Approval	Description
January 24, 2023	Approval of Administrative Policy

Review History

Date of Policy Owner's Review	Description/Action Taken or Required
January 2023	Replace Council Policy with Administrative Policy