
LIVE STREAMING OF LEGISLATED MEETINGS

Policy Number:	AD2301	Council Resolution #: 160-2023-06-12
Policy Review:	Annually	Next Review Date:
Policy Owner (Dept.):	Administration	Adopted by Council: YES
References:	None	Replaces: N/A

1.0 POLICY STATEMENT:

Open Meetings held in Council Chambers may be live streamed in an effort 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 live streamed.

2.0 PURPOSE:

This policy will provide guidelines for the Live Streaming of Open Meetings.

3.0 DEFINITIONS:

1. **Act** – the *Municipal Government Act*, Alberta, R.S.A 2000, cM-26 and amendments thereto.
2. **CAO** – the Town of Beaverlodge’s Chief Administrative Officer
3. **Chair** – the Mayor or Deputy Mayor chairing the Council & Council of Committee of the Whole meeting.
4. **Council** – the elected Council of the Town of Beaverlodge
5. **Council Chambers** – means the Town of Beaverlodge Council Chambers
6. **Council Committee of the Whole** – means a committee established by Council under section 145 of the Act that is a less formal, discussion-oriented committee meeting with the same members of Council.
7. **Council or Committee Meeting** – any scheduled meeting of Council and any Public Hearings held in conjunction with a Council meeting.
8. **Live Stream** – a live, publicly streamed broadcast.
9. **Open Meeting** – means any meeting open to the Public in accordance with Section 197 of the Act.
10. **Staff** – regular full-time, regular part-time, temporary full-time, and casual employees, as well as any individual retained by the Town who is acting on the Town’s behalf.
11. **Town** – means the Town of Beaverlodge.

4.0 ROLES & RESPONSIBILITIES:

4.1 Chair of the Council or Committee Meeting

- 4.1.1 Notify meeting attendees that video and audio of the meeting shall be streamed live.

4.2 Council

- 4.2.1 Approve this Policy

4.3 Chief Administrative Officer

- 4.3.1 Ensure staff compliance with this Policy.
- 4.3.2 Implement, monitor and evaluate this Policy.

5.0 POLICY DETAILS:

5.1 Notification that all Council or Committee of the Whole meetings are being live streamed shall be provided to presenters and members of the public attending by the following means:

- 5.1.1 A notice posted on the Town's website with meeting agendas;
- 5.1.2 Presenters or delegations shall be notified by the CAO or Legislative Coordinator;
- 5.1.3 Signage in Council Chambers; and
- 5.1.4 The Chair shall notify those present at the beginning of the meeting.

5.2 Live streaming shall begin at the commencement of the meeting and conclude at the adjournment.

5.3 Technical difficulties in live streaming shall not be a sufficient reason to adjourn or postpone the meeting.

5.4 The Chair of the Council or Committee of the Whole meeting has the authority to request suspension of the live streaming for meeting breaks or disturbances.

5.5 The official record of Council or Committee of the Whole 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.

5.6 The live streaming of Council or Committee of the Whole meetings shall in no way detract or undermine the position of approved minutes as the official record of decisions.

5.7 The Town of Beaverlodge will make every effort to ensure that the live stream of Council and Committee of the Whole meetings are available to the public. However, there may be situations where due to technical difficulties, the live stream may be unavailable or delayed. Meetings will not be cancelled, postponed or delayed due to technical issues with the live stream.

5.8 It is intended that the standard camera position will only provide vision of the members of council who are present at the meeting and those members of administration and the public who are addressing Council at the meeting.

6.0 RISK MITIGATION:



6.1 Open Meetings are a public forum of statements, questions and answers.

Opinions expressed and statements made during an Open Meeting are those of the individuals making them, and not those of the legislative body. Unless set out in a resolution, the legislative body does not endorse or support the views, opinions, standards, or information that may be expressed by individuals at an Open Meeting.

It is possible that statements could be made which may be regarded as offensive, defamatory, incorrect or contrary to law and may be the subject of potential liability. As the broadcasting of meetings increases the potential audience, potential risk may also increase.

Material considered to be inappropriate may include, but is not limited to, material that may:

- Be false or misleading communication which damages the reputation of another individual or organization;
- Infringe copyright;
- Breach the privacy of an individual or unauthorized disclosure of the personal information of an individual;
- Be offensive;
- Constitute discrimination;
- Constitute hatred of a person or group of people and is likely to offend, insult, humiliate or intimidate; and/or
- Disclose confidential or privileged information.

Reviewed / Amended	Date: June 12, 2023
	
Mayor Gary Rycroft	CAO, Jeff Johnston