

POLICY NUMBER:	C-023
POLICY SUBJECT:	LIVESTREAMING OF COUNCIL MEETINGS
DEPARTMENT:	COUNCIL
EFFECTIVE DATE:	JULY 10, 2023
INITIAL EFFECTIVE DATE:	MARCH 26, 2018
REVISION DATE (s):	DECEMBER 13, 2021

PURPOSE:

To inform the community by livestreaming Council meetings and providing unrestricted access to audio-visual recordings online.

PERSONS AFFECTED:

Town Council and Legislative Services.

POLICY STATEMENTS:

1. Council meetings will be livestreamed and recorded as an alternative to attending meetings in-person with the intent of creating additional communication channels that improve the transparency and ease of access to information for the public.
2. Audio-visual recordings of Council meetings will be made readily available and accessible to the public online.
3. The official record of the meetings shall be the written minutes. The keeping of an audio-visual record of Council meetings will in no way detract or undermine the position of approved minutes as the official record of decision.
4. Signage shall be posted to ensure that presenters and members of the public are aware that all public meeting proceedings are being broadcast, recorded, and made available over the internet.
5. The meeting may not be recorded should Council meetings be held in a location other than the Council Chambers or if there are unforeseen technical difficulties.

RESPONSIBILITIES:

Town Council to:

- a. Utilize the Council Chambers for all public meetings. Exceptions would be made in cases where a larger venue is required because of the anticipated number of citizens in attendance, or a meeting is held with another public body.
- b. Approve policies regarding audio-video recordings of Council meetings.

Legislative Services:

- a. Record and livestream all Council meetings in accordance with the Policy.
- b. Ensure proper backup procedures are followed to ensure that records are retained indefinitely.