



## Live Streaming and Recording of Council Meetings

<b>Procedure No.:</b> CS-IT-3	<b>Council Resolution No.:</b> N/A
<b>Department:</b> Information Technology	<b>Authority:</b> CAO
<b>Effective Date:</b> January 14, 2019	<b>Revision Date:</b> March 14, 2022
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<b>Supersedes:</b> N/A	
<b>Related Policy No.:</b> CS-IT-3	
<b>Related Policy Name:</b> Live Streaming and Recording of Council Meetings	

### 1.0 PURPOSE

- 1.1. The purpose of this procedure is to implement the Town of Taber policy for the live audio and video streaming of Regular and Special Council Meetings, audio and video recording of those meetings, and publishing the audio and video recordings of those meetings on the Town's official channels.

### 2.0 OPERATING GUIDELINES


- 2.1. Recordings of a meeting will be made available for viewing on the Town's website approximately 72 hours after the meeting (if not automatically uploaded by the livestream service provider).
  - 2.1.1. Resolutions stemming from Closed Session will be recorded (but not livestreamed) by Administration when Council reconvenes into Open Session.
  - 2.1.2. Following the Council meeting, Administration will compile the Livestreamed portion of the meeting with the resolutions stemming from Closed Session and make that compiled video available on our channels.
- 2.2. Administration will make every reasonable effort to ensure that a live stream and recording is available. However technical difficulties may arise in relation to live streaming or access to the Town's official channels, and the availability of recordings may be delayed or unavailable due to these.
- 2.3. Viewing live or recorded audio and video over the internet consumes data – the user is responsible for any charges that a service provider may impose for data usage, particularly over a mobile internet connection.




- 2.4. It is intended that the standard camera positions will capture those who speak into the microphones.
- 2.5. As far as practically possible, it is not intended that there be either live or recorded footage of the public. However, this Policy recognizes that there might be incidental capture, for example in the background behind a Councillor and/or the delegation podium and the audio of member of the public addressing the meeting, or members of the public who attend as delegations.
- 2.6. Appropriate signage will be placed at the entrance to the meeting location notifying all attendees that the meeting will be streamed live and recorded.
- 2.7. Members of the public who address Council will be heard on the live audio stream, and audio of them speaking will be recorded.
- 2.8. Administrative Staff who address Council shall turn on the microphone and speak into it so their comments can be recorded.
- 2.9. Recordings of meetings will be accessible on the Town's official channels for a period of two (2) years. The Town will retain recordings of meetings for a total period of seven (7) years.
- 2.10. There may be situations where, due to technical difficulties beyond Administration's control a live stream or recording may not be available. Every reasonable effort will be made to ensure the availability of live streaming and recordings of meetings. However, Administration takes no responsibility for and accepts no liability in the event that live streaming of a meeting, a recording of a meeting, or Town's website is unavailable. Technical issues may include, but are not limited to, the availability of the internet, network or device failure or malfunction, unavailability of social media platforms or power outages.
- 2.11. Accordingly, at any time during a meeting the Chair (and the Chief Administrative Officer) have the discretion and authority to direct the termination or interruption of live streaming if they believe it is advisable to do so.
- 2.12. Should Administrative Staff notice a technical error affecting the livestream (i.e.: loss of sound/video), they shall notify IT Staff who will in turn notify the Chief Administrative Officer. The CAO will subsequently notify the Chair so Council can make a decision to pause the meeting to allow for the issue to be resolved.
- 2.13. Following any meeting, the Chair (and the Chief Administrative Officer) have the discretion and authority to direct the exclusion of all or part of any meeting recording that are considered inappropriate to be published.
- 2.14. Material considered to be inappropriate may include, but is not limited to material that may:
  - 2.14.1. Be defamatory;
  - 2.14.2. Infringe copyright;



- 2.14.3. Breach the privacy of an individual or unauthorized disclosure of the personal information of an individual;
  - 2.14.4. Be offensive;
  - 2.14.5. Constitute discrimination;
  - 2.14.6. Constitute racial hatred or vilification, if based on the race, color, national or ethnic origin of a person or group of people, and is likely to offend, insult, humiliate or intimidate;
  - 2.14.7. Disclose confidential or privileged information;
  - 2.14.8. Pose any threat to Town infrastructure, personnel, or the security of Town systems.
- 2.15. Opinions expressed and statements made during a Council meeting are those of the individuals making them. Unless set out in a resolution of Council, Council does not endorse or support the views, opinions, standards, or information that may be expressed by individuals at a Council meeting, and which may be contained in a live stream or recording of a Council meeting.
- 2.16. Council does not accept any responsibility for any verbal statements made by the public during Council meetings which may be inaccurate, incorrect or defamatory and does not warrant nor represent that the material or statements made by the public during the streamed meetings are complete, reliable, accurate or free from error.
- 2.17. Council does not accept any responsibility or liability for any loss, damage, cost, or expense that might be incurred as a result of the viewing, use or reliance of information or statements provided in a live stream or recording of a Council meeting. Endorsed Council minutes provide the definitive record of Council's resolutions.
- 2.18. Video, images and audio contained in a live stream or recording must not be altered, reproduced or republished without the permission of Council. Copyright remains with Council.

  
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**CHIEF ADMINISTRATIVE OFFICER**

  
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**DATE**

