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| POLICY TITLE | Council Meeting Live Streaming and Recording Policy | | |
| POLICY TYPE | ADMINISTRATIVE | | |
| Replaces (if applicable) | N/A | | |
| Approving Department | Council | Department Responsible | Corporate Services |
| Effective Date | October 8, 2024 | | |
| Last Update/Review | October 2024 | Next Review | October 2025 |
| Supporting Documents | Town of Golden Records Retention Schedule <i>Town of Golden Bylaw No. 1494, 2024 Council Procedure Bylaw</i> <i>Town of Golden Bylaw No. 701, 1987 Records Retention and Destruction</i> <i>Town of Golden Bylaw 1479, 2023 - "Council Code of Conduct"</i> | | |

1. PURPOSE

To establish transparent direction and guidelines for recording Open Meetings of Council for the Town of Golden.

2. POLICY BACKGROUND

Live streaming and recording Open Meetings of Council provides greater access to Council discussions, debates and decisions. Access to live-streamed and video-recorded Open Meetings not only promotes transparency, public participation and access to municipal decision-making, but also provides more accessible options for equity-seeking groups who face difficulties in attending in-person or at the time of a meeting.

This policy reflects Council’s commitment to transparent and accessible decision-making processes. A portion of a Council Meeting that exclude members of the public under Section 90 of the *Community Charter* will not be recorded.

This policy applies to the following attendees both in-person and attending electronically that may be present at open meetings of Council:

- a. Council and staff
- b. invited guests;
- c. delegations and presenters;
- d. members of the public; and
- e. members of the media.

3. DEFINITIONS

In this Policy:

“Business Days” means any day in which normal business operations are conducted. Business days do not include weekends and public holidays.

“CAO” means a person appointed as Chief Administrative Officer by Council or designate.

“Chair” means the Mayor or chair of the meeting.

“Council” means the Council of the Town of Golden and in this policy includes the Standing Committee on Finance as established by Council.

“Council Chambers” means the Golden Town Hall council chambers.

“Live Stream” means a live, publicly streamed broadcast.

“Open Meeting” means any meeting open to the public in accordance with *Section 89* of the *Community Charter*.

“Staff” means any staff member of the Town of Golden.

“Town’s Website” means the websites administered and/or managed by the Town of Golden, which may include, the Town of Golden’s corporate website (golden.ca), Council portal (golden.civicweb.net), web-based video management applications, and corporate social media channels.

“Town” means the corporation of the Town of Golden.

4. OFFICIAL MEETING RECORDS

The official record of Council meetings shall be the written minutes as adopted by Council. The retention of a video recording of a Council meeting shall in no way detract or undermine the position of the adopted minutes as the official record of Council decisions.

5. GUIDELINES AND STANDARDS

- 5.1 The Chair of an Open Meeting will make a statement at the beginning of the meeting informing all present that the meeting is being broadcast and recorded and that recordings will be made available online.
- 5.2 The Town will make every reasonable effort to ensure that live-stream and video recordings of Open Meetings are available to the public online via a publicly accessible video posting platform. However, there may be situations where due to technical difficulties the live-stream and/or video recordings may be unavailable or delayed. Meetings of Council will not be cancelled, postponed or delayed due to technical issues with the live-stream or recording of meetings.
- 5.3 Signage will be posted at the entrance to Council Chambers to ensure that delegations to Council and other individuals or groups making presentations, and members of the general public are aware that all Open Meetings of Council are being recorded and broadcast online.
- 5.4 The standard camera position will provide vision of the members of Council at the meeting, members of administration and a portion of members of the public seated in the gallery.

Members of the general public attending meetings either virtually or in person may have their likenesses inadvertently captured.

6. RISK MITIGATION

- 6.1 The Council is required to adhere to the principles, standards of conduct and responsibilities found in the *Town of Golden Bylaw 1479, 2023 - "Council Code of Conduct"* and *Town of Golden Bylaw No. 1494, 2024 Council Procedure Bylaw* and any amendments thereto.
- 6.2 Opinions expressed, and statements made during a Council meeting are those of the individual making them, and may not reflect those of Council or the Town of Golden. Unless set out in a resolution of Council, Council may 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 the recording.
- 6.3 It is possible that statements could be made which may be regarded as offensive, defamatory, incorrect or contrary to law and may be subject of potential liability. As the broadcasting and publishing of recordings of meetings increases the potential audience, potential risks may also increase. Accordingly, the Chair has the discretion and authority at any time to direct the termination or interruption of the recording of the meeting if they consider it prudent or advisable to do so. Such direction will only be given in exceptional circumstances, and in accordance with *Town of Golden Bylaw No. 1494, 2024 Council Procedure Bylaw*.
- 6.4 Council may by majority vote:
 - a. Direct the CAO, the Corporate Officer, or designate, to terminate or interrupt the recording of a Council Meeting if they consider it advisable to do so due to content that is deemed inappropriate;
 - b. Direct the CAO, the Corporate Officer, or designate, to remove recordings or portions of recordings where they consider it advisable to do so due to content, they deem inappropriate to be published.
 - c. Material considered to be inappropriate may include, but is not limited to, material that may:
 - i. be false or misleading communication which damages the reputation of another individual or organization;
 - ii. infringe copyright;
 - iii. breach the privacy of an individual or an unauthorized disclosure of the personal information of an individual;
 - iv. constitute discrimination;
 - v. constitute hatred of a person or group of people as is likely to offend, insult, humiliate or intimidate; or;
 - vi. disclose confidential or privileged information.

7. RECORDINGS AND RETENTION

7.1 Recordings will be accessible to the public online within seven (7) business days of the meeting date and will remain online for one calendar year from which the recording took place.

7.2 On December 31 of each year, all recordings for the current year that have been unpublished as per Section 7.1, will be removed, will not be retained by the Town of Golden and will no longer be publicly available.

8. LICENCE AND USE:

Unless otherwise indicated, copyright to the recordings of meetings made available online, is owned by the Town of Golden. Permission is granted to produce or reproduce the recordings posted online, 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 recordings for commercial activity, political party advertising, election campaigns, or any other politically partisan activity. Unless expressly authorized herein, no part of the recorded materials may be reproduced except with the express written permission of the Town.

R. Oszust
MAYOR

J. Wilsgard
CHIEF ADMINISTRATIVE OFFICER