

Category: LEGISLATIVE SERVICES

Subject: Live Streaming and Recording of Council Meetings Policy

Purpose

Live streaming and recordings of open Council Meetings on the City's website provides flexibility and convenience to a wider audience. Live streaming Council Meetings also eliminates geographic and time barriers which may prevent the public from attending meetings in person thereby resulting in greater community confidence in the integrity and accountability of the decision-making process.

Scope

This Policy applies to Open Meetings of Council at which Council, employees of the City of Penticton and members of the public, both as visitors in the gallery and when invited to speak in the meeting.

Policy Statement

Open Meetings held in the City of Penticton Council Chambers will be streamed in accordance with this Policy and will be able to be accessed from the City's website: www.penticton.ca. Any meetings or portions of meetings closed to the public in accordance with Sections 90 and 92 of the *Community Charter* are regarded as confidential and will not be live streamed or recorded.

1. Standards

- a. The official record of all open Meetings of Council shall be the adopted minutes. The live stream recording of an open Meeting of Council shall in no way detract or undermine the position of adopted minutes as the official record of decisions.
- b. Appropriate signage will be posted at the entrance of Council Chambers to ensure that presenters and members of the public are aware that open Meetings of Council are being live streamed, recorded and made available on the City's Website.
- c. Notice that the meeting will be live streamed and recorded will be published on the meeting agenda. When practicable, the Chair shall notify those present that the meeting is being live streamed and recorded and will be published on the City's website.
- d. Should an attendee invited to speak not wish to be recorded, they may make this request known to the Corporate Officer prior to the meeting commencing.

- e. It is not the intention of live streaming to capture those attending the meeting in the gallery, however this may occur due to camera angles and seating arrangements. By attending the public meeting, attendees are consenting to their image, voice or comments being recorded.
- f. The City of Penticton will make every reasonable effort to ensure that live streaming and video recordings are available to the public. There may be situations where due to technical difficulties the live streaming and video recordings may be unavailable or delayed. The City of Penticton does not take responsibility for, and cannot be held liable for technical issues beyond its control.

Technical issues may include, but are not limited to, the availability of the internet connection, device failure or malfunction, unavailability of communication platforms or power outages. If such circumstances occur, the meeting may be recessed at the discretion of the Chair to allow for attempts to resolve the disruption.

In the event the technical difficulties are not resolved during the meeting, the Chair will advise those present that live streaming is not available and this information will also be displayed on the City's website and/or the City's social media venues for notification if possible.

- g. The live stream recording will be accessible to the public on the City's website. Original unmodified recordings will be classified, stored and retained in accordance with the City's Record Management System.

2. Risk Mitigation

- a. The Chair and/or the Corporate Officer have the discretion and authority at any time to direct the termination or interruption of live streaming and to direct the exclusion of all or part of any meeting recording that are considered inappropriate to be published. Such direction will only be given in exceptional circumstances where deemed relevant. Circumstances may include instances where the content of debate is considered defamatory, personal information of an individual, or potentially inappropriate to be published. Materials considered 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;
 - Breach the privacy of an individual or unauthorized disclosure of the personal information of an individual;
 - Be offensive;
 - Constitute discrimination; and/or
 - Disclose confidential or privileged information.

3. License and Use

- a. Unless otherwise indicated, copyright to recordings of Council meetings made available on the City's website is owned by the City. Permission is granted to produce or reproduce the recordings

posted on the City’s website, 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 City. For certainty, no person may use the recordings for political party advertising, election campaigns, or any other politically partisan activity.

4. Policy Communication

- a. The Legislative Services Department will be responsible for:
 - i. Publishing appropriate signage and notices.
 - ii. Publishing Council meeting live stream links to the City’s website.
 - iii. Including a copy of the recording in the City’s Record Management System and undertaking relevant archiving and destruction procedures.

- b. The Information Technology Department will be responsible for:
 - i. Setting up, positioning and testing the video equipment for each Council Meeting.
 - ii. Provide ongoing support to ensure the live stream and recording is operational for each meeting.
 - iii. Servicing equipment.
 - iv. Publishing Council meeting live stream recording links to the City’s website.

5. Compliance

In cases of Policy violation, the City may investigate and determine appropriate corrective action.

Related Policies and Legislation

- a. Privacy Policy CP#2023-01
- b. *Community Charter*
- c. *Freedom of Information and Protection of Privacy Act*

Approval History			
Previous revisions/replaces: n/a			
Approved by Council on:	February 7, 2023	Resolution No.:	23/2023

Certified Correct:



 Angie Collison, Corporate Officer