



2021 Division Road North
Kingsville, Ontario N9Y 2Y9
(519) 733-2305
www.kingsville.ca
kingsvilleworks@kingsville.ca

Date: February 13, 2020
To: Mayor and Council
Author: J. Astrologo, Director of Corporate Services/Clerk
RE: Meeting Broadcasting Policy
Report No.: CS-2020-003

AIM

To present Council with a Meeting Broadcasting Policy for consideration and adoption.

BACKGROUND

Back on August 26, 2019, Council adopted resolution 444-2019, authorizing the Corporate Services Department to contract with eSCRIBE to provide live-streaming, recording and closed-captioning services for its Council meetings. That direction demonstrates Council's commitment to transparency and accountability of local government and affirms its desire to enhance the information that is available to its residents and ratepayers.

Starting in January, Council Meetings began being recorded and live-streamed. Given that fact, it is prudent for Council to adopt a policy to set the parameters of providing this service to the public.

DISCUSSION

The draft Meeting Broadcasting Policy ("Policy") is attached as Appendix 'A' to this report.

The Policy is only applicable to meetings of Council that are held in Council Chambers. Committee meetings are exempt from this Policy as are closed session meetings of Council. Notifications will be displayed to off-site viewers when Council is meeting in closed session or on an in-meeting recess.

The policy also provides important information for the public with respect to publishing a recorded meeting and information about how long that recording will be available for viewing. The Policy currently contemplates a publishing window of approximately two

weeks, which coincides with the publishing timeframe of the Minutes. With respect to posting duration, it is recommended that recordings are kept for a period of 2 years from the date of the meeting. Thereafter, the recording will be permanently deleted.

Other highlights of the Policy include:

- A meeting will not be postponed because of technical or mechanical difficulties.
- There is no requirement to broadcast meetings that are held outside of Council Chambers.
- A reinforcement that the adopted Minutes are the official record of the meeting.
- A public statement of Council's commitment to ensure openness and transparency in the provision of information to the public.

LINK TO STRATEGIC PLAN

Promote the betterment, self-image and attitude of the community.

FINANCIAL CONSIDERATIONS

There are no financial considerations.

CONSULTATIONS

Senior Management Team

RECOMMENDATION

That Council adopt the Meeting Broadcasting Policy.

Jennifer Astrologo

Jennifer Astrologo, B.H.K (hons.) LL.B
Director of Corporate Services/Clerk

Peggy Van Mierlo-West

Peggy Van Mierlo-West, C.E.T.
Chief Administrative Officer