

Policy #:CS-024

Issued:

Reviewed/Revised:

Prepared By: J. Astrologo

Reviewed By: SMT

Approved By:

1.0 PURPOSE

- 1.1 This Policy establishes the protocols associated with broadcasting, recording, and archiving of open meetings of Council Meetings.
- 1.2 To enhance local transparency, accountability and accessibility with respect to the availability of Council information.

2.0 SCOPE

- 2.1 This Policy applies to all open Meetings of Council that are held in Council Chambers.
 - i) Council Meetings, or parts of Meetings, identified as a closed Meeting under the *Municipal Act, 2001*, are exempt from this policy.
- 2.2 Council Meetings that are held outside of Council Chambers are exempt from this Policy and there shall be no corresponding obligation to live stream or record those meetings.

3.0 DEFINITIONS

- 3.1 The following definitions shall apply:

“Clerk” shall mean the Clerk of the Town, or designate.

“Council Chambers” shall mean the meeting room designated for Council Meetings, located at 2021 Division Road North.

“Meeting” shall include Regular, Special and the Inaugural meetings of Council.

“Policy” shall mean the Meeting Broadcasting Policy.

“Town” shall mean The Corporation of the Town of Kingsville.

4.0 REFERENCE DOCUMENTS

Municipal Act, 2001, S.O. 2001, c.25.

5.0 RESPONSIBILITIES

5.1 The Clerk shall be responsible for the administration of this Policy.

6.0 PROCEDURE

6.1 Regular and Special Meetings of Council, held in Council Chambers, shall be live streamed and recorded. A link to the live stream, and subsequent recording, shall be made available on the Town's Website.

i) Technical or mechanical difficulties shall not delay a Meeting.

6.2 Signage shall be displayed in Council Chambers prior to the commencement of a Meeting, notifying those in attendance that the Meeting is being broadcast live and recorded for on-demand viewing.

6.3 Electronic video recordings of a Meeting shall be made available for public viewing following the adoption of the minutes of that particular Meeting.

6.4 Meeting minutes shall remain the official record of all Meetings in accordance with the Town's Procedure By-law and *Municipal Act, 2001*.

i) Recorded and archived videos of Meetings serve to supplement the official record and are provided to enhance local transparency and accountability.

6.5 For a period of two (2) years following a Meeting, the electronic video recordings shall be archived and made available for public viewing. Thereafter, the recording shall be deleted/destroyed.

6.6 Recordings of Meetings produced by the Town shall not be altered or misused in any way.

7.0 REVIEW/REVISIONS

No.	Revision Details (incl. provision #)	Revision By	Date
1.			
2.			
3.			

Questions about this policy can be referred to the Director of Corporate Services.