

# Lac La Biche County *Policy*

**TITLE:** Webcasting Council Meetings

**POLICY NO:** ADM-14-010

**RESOLUTION:** 20.204

**EFFECTIVE DATE:** April 1, 2020

**DEPARTMENT RESPONSIBLE:** Legislative Services **NEXT REVIEW DATE:** April 1, 2023

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## **POLICY STATEMENT:**

To promote transparency and access to municipal decision making, Lac La Biche County may webcast open meetings of County Council.

## **DEFINITIONS:**

“Council” means Lac La Biche County Council.

“Transitory record” means records in any media that have immediate or short-term usefulness or are required for a limited time to complete a routine action or to prepare a record. They are not required for legal, operational, fiscal, or archival purposes.

“Stakeholder” means the residents of Lac La Biche County, as well as other individuals or organizations that are affected by a municipal decision.

“Webcast” means a transmission of sound and images via the internet.

## **PRINCIPLES:**

1. Open meetings of Council held in Council Chambers may be recorded and webcast to the Lac La Biche County website. Any portions of Council Meetings closed to the public in accordance with section 197 of the *Municipal Government Act* will not be recorded. Further, recording shall be paused while a meeting has been recessed.
2. The official record of Council meetings shall be the written minutes, as required by the *Municipal Government Act*. The keeping of a video recording of a Council meeting shall in no way detract or undermine the position of approved minutes as the official record of Council decisions.
3. Lac La Biche County will make every reasonable effort to ensure recordings are available to the public. However, there may be situations where technical difficulties interrupt or delay the County’s ability to webcast meetings. Meetings will not be cancelled, postponed or delayed due to technical issues related to webcasting.

4. It is intended that the camera position will provide vision of the Members of Council present at the meeting and potentially those members of Administration and stakeholders who are addressing Council at the meeting. Audio of the Administrative and stakeholder presentations will form part of the recording. In writing to, or presenting to County Council, stakeholders should recognize that their name and correspondence may be discussed during a public meeting which may be recorded and webcast.
5. Signage shall be posted to advise presenters and members of the public that all open meetings of Council are recorded and webcast.
6. It is intended that recordings will be made available for a period of 1 year from the date of the meeting on the County's website.
7. Once the one-year archive period has lapsed, the recording shall be treated as transitory and disposed of in accordance with the County's Information Governance Program.
8. Unless set out in a resolution of Council, statements made during a Council meeting are those of the individual making them and not necessarily the position of Lac La Biche County.
9. In exceptional circumstances, the Chair, or Council by resolution, may direct Administration to terminate or interrupt the recording of a Council meeting.
10. In exceptional circumstances, Administration may remove a recording or portions thereof, from the County's website, if made aware of inappropriate content within a recording.

"Original Signed"  
Chief Administrative Officer

March 4, 2020  
Date

"Original Signed"  
Mayor

March 4, 2020  
Date

SPECIAL NOTES/CROSS REFERENCE:

AMENDMENT DATE:

