



Town of Vegreville Policy

Policy No.:	GOV-1011
Policy Title:	Council Meeting Video Policy
Approval Date:	April 15, 2020
Revised Date:	
Department:	Legislative Services

Policy Statement:

This Policy reflects Council's strategic priority of providing prudent, accessible, and transparent governance, and to be leaders in the community and the province. The policy will apply to all meetings of Council. Any parts of Council's Meetings that are closed to members of the public in accordance to the Municipal Government Act (MGA) and the Freedom of Information and Privacy (FOIP) Act are regarded as confidential and will not be recorded.

This policy will outline some direction and guidelines for Council, Staff, and the Public.



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Policy No.:	GOV-1011-1.0
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1.0 Reason for Policy

The goal of video streaming of Council and Committee meetings is to allow better accessibility of these meetings to a larger audience. The process will allow more flexible and convenient access to Council debate and decisions. Live streaming and posting recorded video eliminates geographic and time barriers which may prevent the public from attending Council meetings, allowing for greater transparency and public confidence in the integrity and accountability of the decision-making process.

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2.0 Related Information

2.1 Publication of Notices – Informing Attendees

A notice will be published in advance on the Town of Vegreville website (see attachment 1). There will be several notices posted (see Attachment 2), informing attendees that live streaming, recording and publishing will be taking place. These will be placed inside Council Chambers, as well as in the Town of Vegreville Administration Building lobby.

2.2 Live Streaming, Recording and Publishing

2.2.1 Regular and Special Council Meetings and Legislative Committee Meetings in the Town of Vegreville will be streamed live, recorded and published in accordance with this Policy and will be able to be accessed from the Town of Vegreville website.

2.2.2 Any parts of Council’s Meetings that are closed to members of the public in accordance to the Municipal Government Act and the FOIP Act regarded as confidential and will not be recorded.

2.2.3 The Chair and/or the Town Manager have the discretion and authority at any time to direct the termination or interruption of live streaming. Such direction will only be given in exceptional circumstances where deemed relevant. Circumstances may include instances where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.

2.2.4 The live streaming will begin approximately 1 to 2 minutes prior to the start of each meeting and end once the meeting is adjourned. The stream will continue during the closed sessions, however both video and audio feeds will be shut off until the closed session is over.



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2.3 Public Interaction in Council Meetings

Council’s Code of Conduct Practice sets out the requirements for Public Forum guidelines with regards to a Council Meeting. Any attendee who is invited to speak will be recorded and their voice and image will form part of the live stream, recording and publishing. No questions from online viewers will be read during the meeting, however, there will be links posted on the streaming pages for contacts to Administration and Council for follow-up questions to be addressed at a later date.

2.4 Accessing Recordings

Regular and Special Council Meetings that are streamed live will be made available on the Town of Vegreville website in the days following the meeting and will remain available for at least 6 months following the meeting date and retained in accordance to our Records Management Bylaw.

2.5 Legal exposure relating to inappropriate behaviours of those in attendance.

Attendees are advised that they may be subject to legal action as a result of inappropriate and/or unacceptable behavior and/or comments.

2.6 Legal exposure relating to breach of privacy and defamation

The video recording equipment will be configured, as far as practicable, to minimize coverage of the gallery area, however attendees need to be aware that as this is a public meeting their image, voice or comments may be captured and published in the live stream. By attending a public meeting of Council attendees are consenting to being recorded and published. Several notices informing that live streaming and recording will be taking place will be posted in the Council Chambers to ensure that attendees are made aware of their consent.

2.7 Technical issues beyond Council’s control

Staff will make every effort to ensure that live streaming is available, however, it takes no 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 social media platforms or power outages.



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3.0 Responsibilities

3.1 Town Council to:

- 3.1.1 Councillors must continue to adhere to the Council Code of Conduct.
- 3.1.2 Approve by resolution this policy and any amendments.
- 3.1.3 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

3.2 Town Manager to:

- 3.2.1 Implement this policy and approve procedures.
- 3.2.2 Ensure that this policy and procedure is reviewed every two years.
- 3.2.3 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

3.3 Directors to:

- 3.3.1 Ensure implementation of this policy and procedure.
- 3.3.2 Make recommendations to the Town Manager of necessary policy or procedure amendments.

3.4 Managers to:

- 3.4.1 Understand, and adhere to this policy and procedure.
- 3.4.2 Ensure employees are aware of this policy and procedure.

3.5 All Employees to:

- 3.5.1 Understand and adhere to this policy and procedure.



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Policy No.:	GOV-1011-4.0
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4.0 End of Policy

Mayor Tim MacPhee

Cliff Craig CLGM, Town Manager

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Attachment 1

Posted on Town of Vegreville Website

All Council and Legislative Committee meetings of Vegreville Town Council are streamed live, recorded and published in accordance with the Council Meeting Video Policy. ([link to policy](#))

The goal of video streaming of Council and Legislative Committee meetings is to allow better accessibility of these meetings to a larger audience. The process will allow more flexible and convenient access to Council debate and decisions. Live streaming and posting recorded video will eliminate geographic and time barriers which may prevent the public from attending Council meetings, allowing for greater transparency and public confidence in the integrity and accountability of the decision-making process.

By attending a public meeting of the Council, attendees are consenting to their image, voice and comments being recorded.

The Chair and/or the Town Manager have the discretion and authority at any time to direct the termination or interruption of live streaming. Such direction will only be given in exceptional circumstances where deemed relevant. Circumstances may include instances where the content of debate is considered misleading, defamatory or potentially inappropriate to be published

Staff will make every effort to ensure that live streaming is available, however, it takes no 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 social media platforms or power outages.

While no questions from online viewers will be read at the meeting, follow-up questions can be directed to administration ([link to admin contact](#)) or Council ([link to Council page](#)). Meetings that are streamed live will be made available on the Town of Vegreville Website in the days following the meeting and will remain available for at least 6 months following the meeting date.

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Attachment 2

Posted in Council Chambers and Lobby

This Council Meeting is being streamed live, recorded and published in accordance with the Council Meeting Video Policy. A copy of the Policy can be viewed on the Town of Vegreville website.

By attending a public meeting of the Council, you are consenting to your image, voice and comments being recorded.

The Chair and/or the Town Manager have the discretion and authority at any time to direct the termination or interruption of live streaming. Such direction will only be given in exceptional circumstances where deemed relevant. Circumstances may include instances where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.

Please be aware live streaming will commence 1-2 minutes prior to the start of the meetings and ends following adjournment.