



Recording of Municipal Council Meetings

All Municipal Council Meetings will be recorded. Regular Meetings of Council and Special Meetings of Council with the exception of Special "Closed" Meetings conducted in the Council Chambers located at 100 Tudhope Street will be live streamed.

Any Council Meeting held outside of the Council Chambers will be exempt from being live streamed and audio recorded. Technical or mechanical difficulties will not delay a Meeting.

The official record of all Council Meetings shall be the written minutes in accordance with the *Municipal Act*, Section 239 (1) which states that minutes of meetings are to be recorded without note or comment by the Clerk or designate.

Public Notification:

In order to advise presenters and members of the public that meetings are being broadcasted, recorded and available on the internet the following shall be implemented:

1. Signage shall be posted in the Council Chambers.
2. Notation shall be added to all Agendas being live streamed.
3. Announcement by Presiding Officer at the commencement of the meeting being live streamed.

Live Stream Files:

A link to the live stream will be available on the Municipal Website under Town Hall / Meetings Tab. The live stream file will be archived to the Town's YouTube channel. Files will be hosted on the Town's YouTube channel during the current year and for one year thereafter.

Video files from live streaming on the internet are part of the public realm and, as such, are subject to alteration by a member of the public with no municipal control over such alterations. The Town assumes no liability associated with any alterations that may be made by a member of the public on the internet.

Recorded "Closed" Meetings

Council Meetings that are held in a closed session will be recorded and kept securely on file. The Clerk shall be authorized to release an in camera recording to the Closed Meeting Investigator in the event of an investigation.