



## **Live Stream Policy**

### **Policy Statement:**

The Township may make or provide for recording of Regular & Special Council Meetings, except those meetings or parts of meetings identified as a closed meeting pursuant to the Municipal Act, 2001, whether such sessions are in Council Chambers or another location as authorized, at whatever level and type of recording is available and as Council determines to be appropriate.

Where Council has made or provided for the live recording of a Regular & Special Council Meeting, except those meetings or parts of meetings identified as a closed meeting pursuant to the Municipal Act, 2001, Council shall make such recording available to the public as a link on the Township website through livestream.com services. Archived meetings are available through livestream.com only and are not maintained by the Township.

### **Purpose:**

This policy reflects the Township of Cavan Monaghan's ongoing effort to improve the ease-of-access and transparency of the legislative process. These recordings promote broader access, however the approved minutes remain the official record of the Township of Cavan Monaghan meetings. In accordance with the Municipal Act, 2001, minutes of meetings are to be recorded without note or comment by the Clerk or designate. The keeping of a live record of legislative meetings in no way detracts or undermines the position of approved minutes as the official record of decision.

### **Application:**

This policy is in effect providing the services available at livestream.com continue to be provided and funds are allocated as part of the annual budget process. All services are in accordance with the practices and procedures of the livestream.com service provider.

The account file for this service is located at <https://new.livestream.com/accounts/2916095> and is to be maintained and monitored by the Director of Economic and Community Development or their trained designate.

Signage shall be posted to ensure that presenters and members of the public are aware that the meeting proceedings are being broadcast live, recorded and made available through the Township website and livestream.com.