

	<b>City of Lacombe</b> <b>Council Policy</b>	
	<b>Recording of</b> <b>Council Meetings</b>	
	Policy Number:	11/016.01 2019PO
	Effective By:	Upon approval
	Rescinds:	11/131 91PO – Recording of Council Meetings
	Review Frequency:	Every 3 Years
	Responsible Department:	Corporate Services
	Reference:	Freedom of Information and Protection of Privacy Act

### Purpose of the Policy

This policy supports the City’s ongoing effort to improve the ease of access and transparency of the City of Lacombe’s elected Council and the legislative process.

### Policy Statement

1. In accordance with Section 208 of the *Municipal Government Act*, responsibility for recording the minutes of legislative meetings resides with the Chief Administrative Officer. The CAO shall ensure video recordings of Council and Committee meetings available to the public on the Internet via a video sharing service. These recordings are Transitory Records and no permanent record of the recordings shall be kept by the City of Lacombe.
2. While these recordings promote broader access to meetings, the confirmed meeting minutes remain the official records of Council and Committee meetings. In accordance with the *Municipal Government Act*, minutes of meetings are to be recorded without note or comment and presented for adoption at a subsequent meeting. The keeping of a video record of Council and Committee meetings in no way detracts or undermines the position of confirmed minutes as the official record of decision.
3. Notification will be provided to presenters and members of the public attending meetings that all public meeting proceedings are being broadcast, recorded and made available over the Internet by:
  - a) Signage in Council Chambers;
  - b) The Chair of the Council or Committee Meeting may announce at the commencement of the meeting/hearing “This meeting is being recorded and will be broadcast to the Internet”;
  - c) A notice will posted on the City’s website along with meeting agendas; and
  - d) The CAO or Legislative Coordinator shall notify individuals requesting to address Council and be placed on the Council Agenda.
4. The recordings of Council and Committee meetings shall begin at commencement of the meeting and conclude at adjournment. The Chair of the Council or Committee Meeting has the authority to request suspension of the recording of the meeting for meeting breaks or public disturbance.
5. No In-Camera/closed meetings sessions will be recorded, as provided for in the exceptions to disclosure of Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.

### Definitions & Abbreviations

- **CAO** means the City of Lacombe’s Chief Administrative Officer.

- **Chair of the Council or Committee Meeting** means the Mayor or Deputy Mayor chairing the Council or Committee Meeting.
- **Council and/or Committee Meeting** means any scheduled meeting of Council and any Public Hearings held in conjunction with a Council meeting.
- **Transitory Records** means records in any format that are of short-term value, with no further uses beyond an immediate action.

## Responsibilities

- Chair of the Council or Committee Meeting
  - Notify meeting attendees that the meeting shall be recorded and broadcast.
- CAO
  - Assign responsibility for the recording of Council or Committee meetings to an appropriate staff to ensure that the meeting is recorded and broadcast to the City's choice of video sharing service.
- Communications Coordinator
  - Record the Council or Committee meeting and post the recording to the City's choice of video sharing service.

Original Signed \_\_\_\_\_

Mayor

October 28, 2019 \_\_\_\_\_

Approval Date  
(MMMM/DD/YYYY)

Original Signed \_\_\_\_\_

Chief Administrative Officer

October 28, 2019 \_\_\_\_\_

Approval Date  
(MMMM/DD/YYYY)