



The Corporation of the Town of Tecumseh

Policy Manual

Policy Number: 104

Effective Date: July 28, 2020

Supersedes: [Click or tap here to enter text.](#)

Approval: RCM July 28, 2020, RCM 231/20

Subject: **Live Streaming of Meetings**

1.0 Purpose

- 1.1 This Policy aims to improve accessibility and community participation in relation to decision-making processes. It is anticipated that live streaming Council, Committee and Board meetings on the Town's website will provide more flexible and convenient access to debates and decisions. Live Streaming meetings also eliminates geographic and time barriers which may prevent the public from attending meetings in person; thereby resulting in greater community confidence in the integrity and accountability of the decision-making process.
- 1.2 The Live Streaming of Meetings Policy provides policy direction and guidelines for Members of Council, Committees, Boards, Administration and the public. This Policy reflects the ongoing commitment to transparent and accessible decision-making processes.

2.0 Scope

- 2.1 This Policy applies to Members of Council, Committees and Boards, as well as Administration and meeting attendees.

3.0 Definitions

"Act" shall mean the *Municipal Act, 2001*, S.O. 2004, c.25.

"Attendees" shall mean persons present in the Council Chambers to observe the meeting, and any Delegations appearing before Council, Committee and Board.

"Chair" shall mean the person who chairs a meeting of Council, Committee or Board.

“Closed Session Council Meeting” shall mean a meeting which has been closed to members of the public under Section 239 of the Act.

“Council Chambers” shall be the Council Chambers located at 917 Lesperance Road, Tecumseh, or such other location as approved by Council, including electronic meetings during a declared emergency.

“Electronic Meeting” means a meeting conducted by telephone, computer, mobile device, or other digital technology.

“Live Streaming” (Webcasting) shall mean the process of delivering multimedia content via the internet, in audio and/or video format from a single content source to multiple listeners/viewers and “Live Stream” or “Live Streamed” shall have a corresponding meaning.

“Meetings” shall mean Regular, Public and Special Meetings of Council as well as Committee and Board meetings.

“Town” shall mean The Corporation of the Town of Tecumseh.

4.0 Generally

- 4.1 Meetings held in the Council Chambers will be Live Streamed on the Town of Tecumseh’s website in accordance with this Policy.
- 4.2 A Closed Session Council Meeting is regarded as confidential and will not be recorded or Live Streamed.
- 4.3 Live Streaming of meetings is offered as a convenience to the public only in accordance with the purpose of this Policy. The official record of all meetings shall be the written minutes in accordance with Section 228(1) of the Act.
- 4.4 The Live Stream files will be available on the internet via the Town’s website for a period consistent with the Town’s records retention by-law.

5.0 Public Notification

- 5.1 By attending a Council meeting, attendees are consenting to their image, voice, comments, and presentations being recorded. Notices will be posted in the Council Chambers advising attendees that Live Streaming will be taking place. Notice will also be published on the Town’s website. Notice specific to participating attendees will be provided prior to the meeting. The content of these notices is contained in Attachments 1, 2 and 3 to this policy.

6.0 Disclaimer

- 6.1 The Town will make every effort to ensure that Live Streaming is available. The Town 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.
- 6.2 Opinions expressed and statements made during a Meeting are those of the individual making them, and not those of Council, Committee or Board. Unless set out in a resolution of Council, Council does not endorse or support the views, opinions, standards, or information that may be expressed by individuals at a Meeting and which may be contained in the Live Stream or recording of the Meeting.
- 6.3 Accordingly, if considered prudent or advisable, the Chair and/or Administration have the discretion and authority at any time to direct the termination or interruption of the Live Streaming of the Meeting if inappropriate material is or may be presented at the Meeting.
- 6.4 Material considered inappropriate may include, but is not limited to, material that may:
- be false or misleading communication which damages the reputation of another individual or organization;
 - infringe copyright;
 - breach the privacy of an individual or unauthorized disclosure of the personal information of an individual;
 - be offensive;
 - constitute discrimination;
 - constitute hatred of a person or group of people and is likely to offend, insult, humiliate or intimidate;
 - disclose confidential or privileged information.
- 6.5 Video files from Live Streaming are part of the public realm and as such, may be 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. The original Live Stream files will be available on the internet via the Town's website.

Attachment 1

Public Notice to be provided to each participating attendee prior to the meeting regarding Live Streaming of Meetings

Today's Meeting is being Live Streamed on the Town of Tecumseh's website.

To those present in Council Chambers today, by attending this meeting you are consenting to your image, voice and comments being recorded.

Anyone who is invited to speak will be recorded and their voice, image and comments will form part of the Live Stream.

The Chair and/or Administration have the discretion and authority at any time to direct the termination or interruption of Live Streaming if inappropriate material is or may be presented at this Meeting.

Thank you

Attachment 2

Public Notice to be displayed as signage at the entrance of the Meeting

Today's Meeting is being Live Streamed on the Town of Tecumseh's website at www.tecumseh.ca in accordance with the Town's Live Streaming Meeting Policy. A copy of the Policy can be viewed on the Town's website at www.tecumseh.ca. By attending this meeting, you are consenting to your image, voice and comments being recorded and available for public viewing on the Town's website.

The Chair and/or Administration have the discretion and authority at any time to direct the termination or interruption of Live Streaming if inappropriate material is or may be presented at the Meeting. While the Town will make every effort to ensure that Live Streaming is available, 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.

Attachment 3

Public Notice to be included on the Town's website and agenda pages

All Regular, Public and Special Meetings of Council, as well as Committees and Boards, are being Live Streamed on the Town of Tecumseh's website (www.tecumseh.ca) in accordance with the Town's Live Streaming of Meetings Policy.

While meetings are open to the public, the Town recognizes that not everyone can attend in person. Live Streaming gives all community members the opportunity to watch and listen to meetings, either in real time or at their convenience, giving greater access to decision-making and debate.

By attending a Regular, Public or Special Meeting of Council, as well as Committees and Boards, attendees are consenting to their image, voice and comments being recorded and available for public viewing on the Town's website.

The Chair and/or Administration have the discretion and authority at any time to direct the termination or interruption of Live Streaming if inappropriate material is or may be presented at the Meeting.

While the Town will make every effort to ensure that Live Streaming is available, 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.