



BY-LAW NO 2024-34

---

BEING A BY-LAW TO ADOPT A LIVE STREAMING COUNCIL MEETING  
POLICY FOR THE TOWNSHIP OF BILLINGS

---

**WHEREAS** the Municipal Act S.O. 2001, c 25, Section 5(1), as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

**AND WHEREAS** the Municipal Act S.O. 2001, c 25, Section 5(3), as amended, provides that a municipal power, including a municipality's capacity rights, powers and privileges under Section 9; shall be exercised by By-law;


**AND WHEREAS** the Township of Billings deems it expedient to establish policies;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF BILLINGS ENACTS AS FOLLOWS:**

- 1.0 THAT the Corporation of the Township of Billings hereby adopts the Live Streaming Council Meeting Policy as attached as Schedule 'A' and forming part of this By-Law.
- 2.0 THIS By-Law shall come into full force and effect upon final passage.
- 5.0 THIS By-Law may be cited as "Live Streaming Council Meeting Policy By-Law"

**READ a FIRST and SECOND TIME** this 21st day of March, 2024

**READ a THIRD TIME and FINALLY PASSED** this 21st day of March, 2024

  
\_\_\_\_\_  
Bryan Barker, Mayor

  
\_\_\_\_\_  
Tiana Mills, Deputy Clerk

---

## Policy – Live Streaming of Council Meeting

By-Law No: 2024-34

Revision:

Date: May 21, 2024

---

### 1.0 PURPOSE:

This policy aims to improve accessibility for community participation. It is anticipated that live streaming of Council Meetings will provide more flexible and convenient access to a wider audience.

Live streaming Council Meetings 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.

The policy reflects Council's commitment to transparent and accessible decision-making processes, with the introduction of live streaming of Regular and Special Meetings of Council. Any parts of Council's Meetings that are closed to members of the public under Section 239 of the Municipal Act are regarded as confidential and will not be recorded.

### 2.0 SCOPE:

This Policy applies to:

- Regular and Special Meetings of Council;
- Councillors and Officers of Council; and
- Members of the public, both as visitors in the gallery and when invited to speak in the Meeting.

### 3.0 DEFINITIONS:

**Closed Section of a Council Meeting** - A meeting of the council which has been closed to members of the public under Section 239 of the Municipal Act

**Chair** - the person who chairs a meeting of the Council, predominantly, the Mayor.

**Defamation** - Intentional false communication which damages the reputation of another individual.

**Streaming (Webcasting)** The process of delivering multimedia content via the internet, in audio and/or video format from a single content source to multiple listeners/viewers.

**Controls** Any process, policy, device, practice or other action which impacts on the consequence

or likelihood of a particular risk occurring, that is currently in place.

#### **4.0 POLICY CONTENT:**

Regular and Special Meetings held in the Council Chambers will be streamed live, on the zoom platform in accordance with this Policy. Webinar ID and passwords can be accessed from the Township of Billings website [www.billingstwp.ca](http://www.billingstwp.ca)

Any parts of Council's Meetings that are closed to members of the public under Section 239 of the Municipal Act are regarded as confidential and will not be recorded.

The Chair and/or the CAO/Clerk 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 were deemed relevant. Circumstances may include instances where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.

The Township 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.

The official record of all Council Meetings shall be the written minutes in accordance with the Municipal Act Section 239(1). The live stream file will be archived on the cloud platform during the current year and for one year thereafter and are available by written request to the Clerk through a Freedom of Information request.

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 Township assumes no liability associated with any alterations that may be made by a member of the public on the internet.

#### **Publication of Notices – Informing Attendees**

It is not the intention of live streaming to capture those attending the meeting in the gallery, however this may occur due to camera angles and seating arrangements. By attending the public meeting, attendees are consenting to their image, voice or comments being recorded.

There will be a notice informing attendees that live streaming will be taking place. At the commencement of each meeting, the Chair will read a statement included in the Council Agenda notifying those present that the Meeting will be live streamed on the internet.

Signage communicating a similar message will be visibly displayed on the door of Council



---

Chambers and published on Council's website.

### **Public Interaction in Council Meetings**

#### **Delegations**

Any attendee who is invited to speak will be recorded and their voice and image will form part of the live stream.

Should an attendee invited to speak not wish to be recorded, they are required to make this request known to the CAO/Clerk prior to the meeting commencing. This request can be made either by emailing the Clerk a minimum of 4 hours prior to the meeting. Under special circumstances the Chair in consultation with the CAO/Clerk may waive the requirement and consider the request prior to the commencement of the meeting.

### **5.0 POLICY COMMUNICATION:**

The CAO/Clerk or designate will be responsible for:

- Communicating the relevant public notices
  - Public Notice on the Council Agenda
  - Public Notice Signage at the Meeting
  - Public Notice on Council's Website
- Publishing Council Meeting live stream links
- Including a copy of the recording in Council's Record Management System and undertaking relevant archiving and destruction procedures.
- Setting up, positioning and testing the video equipment for each Council Meeting.
- Provide ongoing support to ensure the live stream is operational for each Meeting.

### **6.0 POLICY REVIEW:**

This policy will be reviewed once per Council Term or more often as needed.

### **7.0 COMPLIANCE:**

In cases of policy violation, the Township may investigate and determine appropriate corrective action.