



Town of Happy Valley-Goose Bay
Policy Statement

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Approved Date: October 30, 2000	Effective Date: April 28, 2021	Revision Date: April 19, 2021	
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Topic: Recordings of Council Proceedings

1.0 Policy Statement

Regular and Special Meetings of Council, commonly referred to as “Proceedings”, held in Council Chambers may be live-streamed to the Town of Happy Valley-Goose Bay official Facebook Page and Youtube Channel to promote transparency and public participation in the municipal decision-making process. Post access to live-streamed meetings of Council will be available via the Town of Happy Valley-Goose Bay website.

2.0 Purpose

This policy will provide guidelines for the live streaming and subsequent access to video recordings of Council meetings.

3.0 Definitions

3.1 "**Chair**" means the Mayor or Chair of the meeting.

3.2 "**Proceedings**" refers to, but not limited to, Regular and Special Meetings of Council.

3.3 "**Council**" means the Council of the Town of Happy Valley-Goose Bay.

3.4 "**Council Chambers**" means the Happy Valley-Goose Bay Town Hall Council Chamber.

3.5 "**Open Meeting**" means any Regular or Special meeting of Council open to the public following the *MUNICIPALITIES ACT, 1999*

3.6 "**Town's Website**" means the website(s) administered and controlled by the Town of Happy Valley-Goose Bay, which may include, but is not limited to www.happyvalley-goosebay.com web-based video management applications and the Town's social media platforms such as Facebook and YouTube.



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3.7 "**Live-streamed**" means broadcasting audio and video of Council Meetings using Town-owned and operated Video Cameras, Microphones, and CODEC Hardware Software.

4.0 Responsibilities

The Town Manager is responsible to implement, monitor, and evaluate this policy.

5.0 Standards

5.1 The official record of Council meetings shall be the written minutes. Keeping a video recording of a Council meeting shall in no way detract or undermine the position of approved minutes as the official record of Council decisions.

5.2 The Town of Happy Valley-Goose Bay will make every reasonable effort to ensure that live streaming and video recordings are available to the public. However, there may be situations where the live streaming and video recordings may be unavailable or delayed due to technical difficulties. Meetings will not be cancelled, postponed, or delayed due to technical issues with live streaming or recording of meetings.

5.3 Signage will be prominently posted to ensure that delegations and those in the public gallery are aware that all Open Meetings of Council are being broadcast, recorded, and made available over the internet.

5.4 Livestreaming of Council Meetings in the Council Chambers will be done using Town-owned & operated equipment. Personal cellphone recording and live streaming are not permitted from the public gallery unless approved by Management prior to the start of a Council meeting.



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5.5 The standard stationary camera position will only provide a view of the Council members, Management, and the delegation in attendance at the meeting.

5.6 Recordings will be accessible to the public on the Town's website for four (4) years from the meeting date. Recordings older than four (4) years will be archived within the Town's website.

6.0 Risk Mitigation

6.1 Council meetings are a public forum of statements, questions, and answers.

Opinions expressed and statements made by delegates during a Council meeting are of those making them and not those of Council or the Town of Happy Valley-Goose Bay. Unless set out in a resolution of Council, Council does not endorse or support the views, opinions, standards, or information expressed by delegates at a Council meeting and which may be contained in a recording.

Statements made could be regarded as offensive, defamatory, incorrect, or contrary to law and may be the subject of potential liability. As the broadcasting and publishing of recordings of meetings increase possible audience size, potential risks may also increase.

Accordingly, the Chair has the discretion and authority at any time to direct the termination or interruption of the live streaming and recording of the meeting if they consider it prudent or advisable to do so. Such direction will only be given in exceptional circumstances.



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6.2 Council may by majority vote:

- a.) direct the Town Manager to direct staff to terminate or interrupt the recording of a Council Meeting if they consider it advisable to do so due to content that is deemed inappropriate; or
- b.) direct the Town Manager to direct staff to remove recordings or portions of recordings from the Town's Website where they consider it advisable to do so due to content they deem inappropriate to be published.

Material considered to be 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



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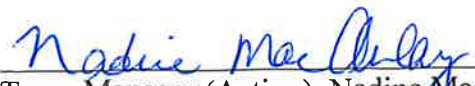
7.0 License and Use

- Unless otherwise indicated, copyright to video and/or audio proceedings made available on the Town's Website is owned by the Town of Happy Valley-Goose Bay.
- The public has access to the recordings posted on the Town website.
- Notwithstanding, access to all or any substantial part of such recordings, for personal, non-commercial, educational, and news reporting purposes only are permitted, provided that the copied material is not modified or altered and ownership of the material is attributed to the Town of Happy Valley-Goose Bay.
- No person may use the recordings for commercial activity, political party advertising, election campaigns, or any other politically partisan activity.
- Unless expressly authorized herein, no part of the recorded materials posted on the Town's Website may be reproduced except under the Copyright Act's provisions, as such Act may be amended or replaced from time to time, or with the express written permission of the Town.

IN WITNESS WHEREOF, this policy is sealed under the Common Seal of the Town of Happy Valley-Goose Bay.



Mayor, Wilson (Wally) Andersen



Town Manager (Acting), Nadine MacAulay