

Approval Date: September 21, 2020	Directive Number: D-12-79-A
Supersedes: New	
Title: Live Streamed Media Directive	

Purpose

To provide direction regarding the retention of records from live-streamed meetings.

Related Documents

- *Municipal Government Act*
- 1913 Records Retention and Disposition Bylaw and successor legislation

Definitions

- Live Stream: an event which is broadcast over the internet in real time
- Live streamed media record: any audio or video files resulting from the recording of a live-streamed event

Directive

This Directive shall apply to all Town of Peace River meetings which are or may be transmitted to the public via live stream. These include, but are not limited to:

1. Regular Council Meetings;
2. Special Council Meetings;
3. Council Public Hearings;
4. Governance and Priorities Meetings; and
5. Board or Committee meetings.

Requirement

1. The *Municipal Government Act* s. 197 specifies that Councils and Council Committees must conduct their meetings in public. The live streaming of meetings over the internet affords the public an opportunity to observe or listen to the meeting as it is being conducted.
2. The live streaming of meetings may result in the creation of an audio or video media record.
3. These media records are to be considered Transitory Records as defined by the Records Retention and Disposition Bylaw.

Procedure

4. For Regular Council Meetings, Special Council Meetings and Council Public Hearings:
 - 4.1. The file shall be posted publicly on the Town's website until the next Council meeting (whether Regular or Governance and Priorities).
 - 4.2. The audio portion of the file is then is posted to the Council Audio page of the Town Website where it shall be subject to retention under the Bylaw.
5. For Governance and Priorities Meetings:
 - 5.1. The file shall be posted publicly on the Town's website until the next Regular Council meeting. The record is then to be deleted.
6. Board and Committee Meetings:
 - 6.1. The file may, at the discretion of the CAO, be posted on the Town website for a period of seven days following the meeting.
 - 6.2. At the completion of seven days, the file is then to be deleted.



Christopher J. Parker, CAO