



Policy Title: **Recordings of Legislative Meetings Policy**
Policy Number: **CG004 CP2023-02**
Report Number: **C2011-32, EC2023-0316**
Adopted by/Date: **Council / XXXX**
Effective Date: **2011 April 11**
Last Amended: **2019 January 14**
Business Unit Policy Owner: **City Clerk's Office**

1. BACKGROUND POLICY STATEMENT

- 1.1. This Council Policy reflects The City of Calgary's ongoing effort to improve the ease-of-access and transparency of the legislative meeting process.
- 1.2. Council, Council Committee meetings and meetings of some City Boards, Commissions and Committees ("BCCs") may be livestreamed, video recorded, and published on The City of Calgary website to promote transparency, public participation, and access to municipal decision making.

As approved in C2011-08, *Online Archive of Legislative Video*, a

- 1.3. Audio-visual recordings (video) of **Council, Council Committees, and BCC meetings, within scope of this Council Policy as defined in section 3 will be made available to the public on the internet for a period of eight years from the date of the meeting.** ~~Regular Council and Standing Policy Committee meetings, including the Priorities and Finance Committee and the Event Centre Assessment Committee, will be made available online. City Clerk's Office currently makes agendas and meeting minutes available online. The City of Calgary City Clerk's Office has previously used audio recordings of Council meetings. Shaw TV has broadcasted City of Calgary Council meetings for many years, while The City itself has made live video of legislative meetings available on the Internet since 2009.~~

2. PURPOSE

This **Council Policy** ~~supports the City of Calgary Procedure Bylaw 35M2017, in identifying the expectations and~~ **identifies the requirements for video recordings of Council meetings, Council Committee meetings and meetings of some**



~~City BCCs, and making the video recordings available online. Regular Council and Standing Policy Committee (SPC) meetings, including the Priorities and Finance Committee and the Event Centre Assessment Committee, and making the recordings available online. This policy reflects The City of Calgary's ongoing effort to improve the ease-of-access and transparency of the legislative process.~~

3. DEFINITIONS

In this Council Policy:

- a. "Municipal Complex" means the group of buildings known as Historic City Hall, Administration Building and Municipal Building situated on that land, as defined in the Municipal Complex Bylaw.

4. APPLICABILITY

This Council Policy applies to all meetings of Council, Council Committees and City BCCs for which the City Clerk's Office provides legislative meeting services, as set out in Schedule C of the Council Policy on *Governance and Appointments of Boards, Commissions and Committees* (CP2016-03).

5. POLICY PROCEDURE

- 5.1 ~~The City Clerk shall make video recordings of Regular Council and Standing Policy Committee, including the Priorities and Finance Committee and the Event Centre Assessment Committee meetings~~ **Council meetings, Council Committee meetings and meetings of those BCCs where the City Clerk's Office provides legislative meeting services**, available to the public on the internet for a period of ~~four (4)~~ **eight (8)** years from the date of the meeting.
- 5.2 **Meetings held in locations outside the Municipal Complex or held in non-video-capable locations will not be video recorded.**
- 5.3. ~~The City Clerk shall make video recordings of Special Council meetings held in the Council Chambers available to the public over the Internet for a period of four (4) years from the date of the meeting.~~
- 5.4. ~~These recordings promote broader access to meetings; the confirmed minutes remain the official records of legislative meetings.~~
- 5.3 In accordance with ~~S~~section 208(1) of the *Municipal Government Act*, minutes of meetings are to be recorded ~~without note or comment~~



in English and presented for adoption at a subsequent meeting. The keeping retention of a video record of legislative meetings in no way detracts **from** or undermines the position of confirmed minutes as the official record of decision.

5.4 Signage shall be posted to ensure that presenters and members of the public are aware that all public meeting proceedings are being broadcasted, recorded, and made available over the internet.

~~5.4. The City Clerk Shall make an audio recording of Special Meetings of Council held in a location other than Council Chambers, regardless of the location of the Special Meeting, at whatever level of recording is possible.~~

5.5 Any meetings or portions of meetings closed to the public in accordance with section 197 of the *Municipal Government Act* will not be live streamed or recorded.

5.6 Video recordings are retained as transitory records for eight (8) years, then deleted in accordance with The City of Calgary records disposition bylaws and Administration policies.

~~5.4. Once the four (4) year retention period has elapsed, the recorded audio and/or video shall be disposed of according to:~~

~~5.3.1 *Records management Bylaw 53M99;*~~

~~5.3.2 *Administrative policy GN-016 Transitory Records;* and~~

~~5.3.3 *Records Management Program Guideline 03-02-08
Records Hold Guideline.*~~

5.7 Disposal **Deletion** of the **video** recordings ~~can~~ **will** be postponed if an ~~external~~ **a** written request to retain the recordings is submitted to **and acknowledged by** the City Clerk before the retention period has elapsed., followed by receipt of a Court Order within sixty (60) days of the written request. **Deletion of a video recording will only be postponed in the following circumstances:**

- a) in response to an access to information request under the *Freedom of Information and Protection of Privacy Act*; or
- b) for use in a court or administrative proceeding.

The deletion of the recording in question will occur at the completion of the access to information request or the court or administrative proceedings, as the case may be.

6. **AMENDMENTS**

Date of Council Decision	Report/Bylaw	Description
2023 TBD	EC2023-0316	Revised to reflect current practice.
2019 January 14	VR2019-0003	Add the Event Centre Assessment Committee to sections 1, 2 and 3.
2018 October 15	Administrative Inquiry AI2018-05	Add the Priorities and Finance Committee to sections 1, 2, and 3.
2017 July 31	PFC2017-0433 Bylaw 35M2017	Bylaw 44M2006 is repealed and replaced with Procedure Bylaw 35M2017. Removes all reference to how recordings of meetings are administered from the Procedure Bylaw. This Council Policy remains as the single source of procedure for retaining archived audio-visual recordings of Council and SPC meetings.
2015 March 30	LGT2015-0237/ Bylaw 15M2015	Amend the length of retention for the audiovisual recordings of Council and SPC proceedings from three (3) years to four (4) years.
2011 April 11	C2011-32	Rescind and replace Access to Council Tape Policy
2006 November 13	C2006-47/ Bylaw 44M2006(The Procedure Bylaw)	Section 57 (1) (2) (3) (4) (5) and (6) amended Section 53 (1) of The City of Calgary Procedure Bylaw 30M2002

7. **REVIEWS**

Date of Policy Owner's Review	Description
2023 TBD	Council Policy transitioned to new template and background information removed.
2014 September 5	Policy format revisions

PROPOSED COUNCIL POLICY