



Council Policy

Policy Title: Recordings of Legislative Meetings Policy
Policy Number: CP2023-02
Report Number: C2011-32, EC2023-0316
Adopted by/Date: Council / 2023 June 6
Effective Date: 2011 April 11
Last Amended: 2023 June 6
Policy Owner: City Clerk's Office

1. 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.
- 1.3. Audio-visual recordings (video) of Council, Council Committees, and BCC meetings, within scope of this Council policy as defined in section 4 will be made available to the public on the internet for a period of eight years from the date of the meeting.

2. PURPOSE

This Council policy 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.

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. PROCEDURE

- 5.1 The City Clerk shall make video recordings of 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 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 In accordance with section 208(1) of the *Municipal Government Act*, minutes of meetings are to be recorded in English and presented for adoption at a subsequent meeting. The 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 broadcast, recorded, and made available over the internet.
- 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.
- 5.7 Deletion of the video recordings will be postponed if a written request to retain the recordings is submitted to and acknowledged by the City Clerk before the retention period has elapsed. 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 June 6	EC2023-0316	Amended to align to current retention practices of eight years. Updated language in applicability of

		the policy. Alignment to recent MGA amendments. Updated language describing when video will not be recorded. Updated approach to disposition / deletion of video.
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 June 6	Council policy transitioned to new template and background information removed.
2014 September 5	Policy format revisions