

Meeting Recording and Livestreaming Policy

Date adopted by Council: November 12, 2025



1. POLICY STATEMENT

The Town of Lunenburg recognizes the importance of transparency and accessibility in local governance. Livestreaming, recording, and archiving will be applied in a manner that balances public access with operational capacity and legislative requirements.

2. PURPOSE

The purpose of this policy is to establish consistent procedures for the livestreaming, recording, and archiving of Council, Committee, and public meetings of the Town of Lunenburg.

3. SCOPE

This policy applies to all meetings of Council, its Committees, and any other public meetings organized or hosted by the Town of Lunenburg.

4. DEFINITIONS

Archiving means making a recording publicly available after a meeting concludes through a publicly accessible format or platform (such as the Town's website, YouTube channel, or an equivalent service).

Livestream means the real-time broadcast of a meeting through an online platform or technology determined by the Town to best meet its operational needs.

Public Hearing means a meeting held in accordance with the *Municipal Government Act* to receive public input on a proposed bylaw or bylaw amendment, planning document, or any other matter for which a hearing is required by legislation.

Public Participation Meeting (PPM) means a meeting held for the purpose of gathering public input on planning matters, including but not limited to those required under the *Municipal Government Act*, or other meetings of a similar nature convened by Council or staff to support community engagement.

Recording means the capture of audio and/or video of a meeting for documentation purposes.

Working Group or Task Force means a time-limited, staff-led body created to provide expertise, input, or feedback on a defined municipal project or initiative.

5. RULES BY MEETING TYPE

5.1 Regular Council Meetings: Regular Council meetings will be livestreamed, recorded, and archived on a publicly accessible platform.

5.2 Committee of the Whole Meetings: Committee of the Whole meetings will be livestreamed, recorded, and archived on a publicly accessible platform in the same manner as regular Council meetings.

5.3 Public Hearings: All Public Hearings will be held as part of a regular or Committee of the Whole meeting of Council – they will follow the same livestreaming, recording, and archiving rules that apply to those meetings.

5.4 Special and Additional Meetings of Council: When Council calls a special or additional meeting, the meeting will follow the same livestreaming, recording, and archiving rules that apply to regular Council and Committee of the Whole meetings.

5.5 Advisory Committees of Council: Advisory Committee meetings will not be livestreamed or publicly archived. To support accurate minute-taking, these meetings may be audio-recorded by staff.

5.6 Planning-related presentations: All planning-related presentations required to be considered by Council under provincial or municipal legislation, including development applications or proposed amendments to the *Municipal Planning Strategy (MPS)*, *Land Use By-law (LUB)*, or other related planning documents as defined by the *Municipal Government Act*, will be held as part of a regular or Committee of the Whole meeting of Council.

These presentations are intended to capture the applicant's proposal and staff overview before public input and will follow the same livestreaming, recording, and archiving rules that apply to Council and Committee of the Whole meetings.

5.7 Public Participation Meetings (PPMs): Public Participation Meetings will be livestreamed, but will not be archived. To ensure the accurate capture of public input, these meetings may also be audio recorded by staff.

If Council or staff choose to host a Public Participation Meeting or Public Information Session outside of or in addition to the Town's planning public engagement program, the meeting will follow the same livestreaming, recording, and archiving rules outlined in this section.

5.8 Working Groups and Task Forces: Working Groups and Task Forces are not public meetings and will not be livestreamed, recorded, or publicly archived.

Official public updates on the progress or outcomes of Working Groups and Task Forces may be shared through reports or presentations to Council, or through public meeting summaries published via the Town's official communication channels.

6. OTHER OR UNSPECIFIED MEETING TYPES

Meetings that are similar in structure, purpose, or public function to those identified in this policy will follow the same livestreaming, recording, and archiving rules that apply to the most comparable meeting type.

Where a meeting does not clearly align with any of the meeting types described in this policy, the Chief Administrative Officer, in consultation with Council, will determine the appropriate approach to livestreaming, recording, and archiving.

7. VIRTUAL PUBLIC PARTICIPATION

For any public meeting, regardless of whether it is livestreamed or archived, members of the public may request to participate virtually.

Virtual participation is intended for individuals who wish to speak or present during a meeting (such as part of Public Input, a Public Hearing, or a Presentation). Members of the public do not need to register to observe a meeting through the livestream.

Members of the public may register to participate virtually by contacting staff up to the day before the meeting, in accordance with the Town's established procedures for public participation. Staff will provide appropriate access details to confirmed participants before the meeting.

8. EXCEPTIONS TO STANDARD LIVESTREAMING AND ARCHIVING RULES

Through a motion of Council, or if time does not allow, by call of the Mayor in consultation with the Deputy Mayor and the Chief Administrative Officer, Council may decide to apply, suspend, or modify the standard livestreaming, recording, or archiving rules for a specific meeting or portion of a meeting.

Decisions to vary these rules shall consider the following parameters:

- The subject matter is expected to generate significant community attention or affect a large number of residents.

- Livestreaming, recording, or archiving would enhance public understanding of the matter.

If a motion is provided at a Council meeting, public notice will be given in accordance with the Town's standard meeting notice procedures.

If the Mayor exercises this discretion on short notice, all members of Council will be notified as soon as practicable, and the public will be informed with as much notice as possible through the Town's website, social media platforms, and any other appropriate communication channels.

9. MEETING LOCATION, TECHNICAL LIMITATIONS, AND OFFICIAL RECORDS

Meetings outlined in this policy are typically held in the Town of Lunenburg Council Chambers at Town Hall.

Should Council choose to hold any type of public meeting outside of Council Chambers, the ability to livestream, record, and archive the meeting will depend on the technical capacity of the selected venue.

When livestreaming or recording is not feasible, the official record of all meetings will be the approved minutes. For meetings that do not typically have formal minutes, the public record may consist of a summary of discussions or be compiled within a staff report to Council to ensure key points and outcomes are documented.

10. POLICY PRECEDENCE

The rules outlined in this policy shall supersede any livestreaming, recording, or archiving provisions contained in other Town of Lunenburg policies, administrative procedures, committee Terms of Reference, or related municipal documents.

Where discrepancies arise, the provisions of this policy shall apply unless otherwise directed by Council through formal resolution.