THE CORPORATION OF THE TOWN OF COBALT

BY-LAW NO. 2026-25

Being a By-Law to Adopt a Council Meeting Live Streaming and Recording Policy

WHEREAS the Municipal Act S.O. 2001, c 25, Section 5(1) as amended, provides that the powers of the municipal corporation are to be exercised by its Council;

AND WHEREAS the Municipal Act S.O. 2001, c 25, Section 5(3), as amended, provides that a municipal power, including a municipality's rights, powers, and privileges under Section 9, shall be exercised by By-Law;

the Council of the Town of Cobalt deems it expedient to establish policies;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Cobalt hereby enacts as follows:

1. That the Corporation of the Town of Cobalt hereby adopts the Council Meeting Live Streaming and Recording Policy as attached as Schedule "A" and forming part of this By-Law;
2. That this By-Law shall come into full force and effect upon final passage;
3. That this By-Law be cited as "Live Streaming and Recording Policy By-Law"
4. That the Clerk of the Town of Cobalt is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the By-Law and schedules as may be deemed necessary after the passage of this By-Law.

TAKEN AS READ a first, second and third time and passed this 18th day of August, 2026.

AND FURTHER THAT the said By-Law be signed and sealed by the Mayor and Clerk.

Pat Anderson, Deputy Mayor

Jaime Allen, Interim Clerk

THE CORPORATION OF THE
TOWN OF COBALT

Schedule "A" to By-Law 2026-25

Council Meeting Live Streaming and Recording By-Law

PART 1
PURPOSE

1.1 This policy aims to improve accessibility for community participation. It is anticipated that live streaming of Council Meetings will provide more flexible and convenient access to a wider audience.

1.2 Live streaming Council Meetings eliminates geographic and time barriers which may prevent the public from attending meetings in person; thereby resulting in greater community confidence in the integrity and accountability of the decision-making process.

1.3 The Live Streaming and Recording of Meetings Policy provides policy direction and guidelines for Members of Council, Administration and the public. The policy reflects Council's commitment to transparent and accessible decision-making processes, with the continuation of live streaming and recording of Regular Council Meetings.

1.4 Any part of Council's Meetings that are closed to members of the public under Section 239 of the Municipal Act are regarded as confidential and will not be live streamed or recorded.

PART 2
SCOPE

2.1 This Policy applies to:

- Regular Meetings of Council
- Councillors;
- Members of the public, both as visitors in the gallery and when invited to speak in the Meeting.

PART 3
DEFINITION

"Act" shall mean the *Municipal Act, S.O. 2001*

"Attendees" shall mean persons present in the Council Chambers to observe the meeting, and any Delegation appearing before Council.

"Chair" shall mean the person who chairs a meeting of Council predominantly, the Mayor or Deputy Mayor.

"Closed Section of a Council Meeting" shall mean a meeting of the Council which has been closed to the member of the public under Section 239 of the Municipal Act.

"Council Chambers" shall mean the Town of Cobalt's council chambers located at 18 Silver Street, Cobalt in the former Community Hall or such other location as approved by Council, including electronic meetings during a declared emergency.

"Council Meeting" shall mean any scheduled Regular Meeting of Council and any Public Hearings held in conjunction with a Council Meeting.

"Defamation" shall mean any intentional false communication which damages the reputation of another individual.

"Electronic Meeting" shall mean a meeting conducted by telephone, computer, mobile device or other digital technology.

"Live Streaming" shall mean the process of delivering multimedia content via the internet, in audio, and/or video format from a single content source to multiple listeners/viewers and "Live Stream and "Live Streamed" shall have a corresponding meaning.

"Town" shall mean the Corporation of the Town of Cobalt.

PART 4
GENERAL

4.1 Regular Meetings held in the Council Chambers will be live streamed on the platform chosen by the Town Clerk and advertised on the Town's website and social media platforms.

4.2 A Closed Session Council Meeting is regarded as confidential and will not be recorded or live streamed.

4.3 Live streaming of meetings is offered as a convenience to the public only in accordance with the purpose of this Policy. The official recording of all meetings shall be in the written minutes in accordance with Section 228(1) of the Act. The retention of a video recording shall in no way detract or undermine the position of adopted minutes as the official records of decision.

4.4 Live streaming and video recording shall be at the commencement of the meeting and conclude at the adjournment. In the event of Council going into a closed session, the adjournment will be at the end of the resolution to go into closed session.

4.5 The recordings will be available on the internet (Youtube) via the Town's website. The recordings of the Council Meetings produced by the Town shall not be altered or misused in any way.

4.6 Copies of the audio/video recordings will not be provided by the municipality. The Town will not provide transcripts of the meetings.

4.7 Unless otherwise indicated, copyright of the records of Council Meetings made available on the Town's website and Youtube channel, or any substantial is owned by the Town. Consent may be granted to produce, or reproduce the recordings posted on the Town's website and Youtube channel, or any substantial part of such recordings, for personal, non-commercial, educational, and news reporting purposes only, provided that the copied material is not modified or altered and ownership of the material is attributed to the Town. For certainty, no person may use the recordings for political party advertising, election campaigns, or any other political activity. Unless expressly authorized herein, no part of the recorded materials posted on the municipality's website/Youtube channel may be reproduced except in accordance with the provisions of the Copyright Act, as may be amended or replaced from time to time, or with the express written permission of Council.

PART 5
TECHNICAL DIFFICULTIES

5.1 The inability to record any meeting due to technical difficulties with recording equipment will not prohibit the meeting from commencing or continuing. The Town shall not be liable for failing to publish or produce any audio/video recordings of any meetings where recording the meeting was not viable due to technical difficulties. Due to the nature of technical equipment, it is not guaranteed that recordings will be continuous or fault free.

5.2 Technical difficulties in live streaming or recording shall not be a sufficient reason to adjourn or postpone the meeting.

PART 6
PUBLIC NOTIFICATION

6.1 By attending a Council meeting, attendees are consenting to their image, voice, comments, and presentations being recorded. Notices will be posted in the Council Chambers advising attendees that live streaming will be taking place. Notice will also be published on the Town's website. Notice specific to participating attendees will be provided prior to the meeting. The contents of these notices is contained in Appendix 1, 2 and 3 to this policy.

6.2 It is not the intention to capture members of the gallery and media during live streaming and recording; however, this may occur due to camera angles and seating arrangements.

PART 7
DISCLAIMER

7.1 The Town will make every effort to ensure that live streaming is available. The Town takes no responsibility for and cannot be held liable for technical issues beyond its control. Technical issues may include, but are not limited to, the availability of the internet connection, device failure or malfunction, unavailable social media platforms or power outages.

7.2 Special and Emergency Meetings will not be recorded.

7.3 Opinions expressed and statements during a Meeting are those of the individual making them, and not those of the Council or Town. Unless set out in a resolution of Council, Council does not endorse or support the views, opinions, standards, or information that may be expressed by individuals at a meeting and which may be contained in the live stream or recording of the meeting.

7.4 Accordingly, if considered prudent or advisable, the Chair and/or Administration have the discretion authority at any time to direct the termination or interruption of the live streaming of the Meeting if inappropriate material is or may be presented at the meeting or continuing the recording would prejudice the proceedings of the meeting. This may include:

- Public disturbance or other suspension of the meeting;
- Exclusion of the public and press;
- Any other reason(s) as agreed by majority of Council.

7.5 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 or defamation;
- Constitute hatred of a person or group and is likely to offend, insult, humiliate or intimidate;
- Disclose confidential or privileged information;

7.6 Video files from live streaming are part of the public realm and as such, may be subject to alteration by a member of the public with no municipal control over such alterations. The Town assumes no liability associated with any alterations that may be made by a member of the public on the internet. The original live stream recording will be available on the internet via the Town's website.

THE CORPORATION OF THE TOWN OF COBALT
APPENDIX "1" OF SCHEDULE "A" TO
LIVE STREAMING AND RECORDING BY-LAW NO. 2026-25

Public Notice to be provided to each participating attendee prior to the meeting regarding Live Streaming's and Recording of Meetings.

Today's Meeting is being Live Streamed.

To those present in Council in Council Chambers today, by attending this meeting you are consenting to your image, voice and comments being recorded.

Anyone invited to speak will be recorded and their voice, image and comments will form part of the Live Stream.

The Chair and/or Administration have the discretion and authority at any time to direct the termination or interruption of Live Streaming if inappropriate material is or may be presented at this Meeting.

Thank you.

THE CORPORATION OF THE TOWN OF COBALT
APPENDIX "2" OF SCHEDULE "A" TO
LIVE STREAMING AND RECORDING BY-LAW NO. 2026-25

Public Notice to be displayed as signage at the entrance of the Meeting.

Today's Meeting is being Live Streamed in accordance with the Town's Live Streaming and Recording Policy. A copy of this policy can be viewed on the Town's website at www.cobalt.ca.

By attending this meeting you are consenting to your image, voice and comments being recorded and available for public viewing on the Town's website.

The Chair and/or Administration have the discretion and authority at any time to direct the termination or interruption of Live Streaming if inappropriate material is or may be presented at the Meeting. While the Town will make every effort to ensure that live streaming is available, it takes no responsibility for, and cannot be held liable for technical issues beyond its control. Technical issues may include, but are not limited to, the availability of internet connection, device failure or malfunction, unavailability of social media platforms, or power outages.

Thank you.

THE CORPORATION OF THE TOWN OF COBALT
APPENDIX "3" OF SCHEDULE "A" TO
LIVE STREAMING AND RECORDING BY-LAW NO. 2026-25

Public Notice to be included on the Town's website.

All Regular Meetings of Council are being lived streamed on the Town of Cobalt's social media platform in accordance with the Town's Live Streaming of Meetings Policy.

While meetings are open to the public, the Town recognizes that not everyone can attend in person. Live streaming gives all community members the opportunity to watch and listen to meetings, either in real time or at their convenience, giving greater access to decision-making and debate.

By attending a Regular Meeting of Council, attendees are consenting to their image, voice and comments being recorded and available for public viewing on the Town's website.

The Chair and/or Administration have the discretion and authority at any time to direct the termination or interruption of live streaming if inappropriate material is or may be presented at the Meeting.

While the Town will make every effort to ensure that live streaming is available, it takes no responsibility for, and cannot be held liable for technical issues beyond its control. Technical difficulties may include, but are not limited to, the availability of internet connection, device malfunction, unavailability of social media platforms, or power outages.

Thank you.