

MEMORANDUM

DATE: December 13, 2023

TO: Advisory Planning Commission, APC Design Review Committee, Environment, Parks & Recreation Advisory Committee

FROM: Deb Hopkins, Director of Corporate Services

SUBJECT: **Livestreaming Meetings – Change in Practice to Post Archived Videos to Township Website in 2024**

This memorandum is to provide you with notification of a change in process regarding livestreaming of Committee and Commission meetings in January 2024. As you are aware, Committee and Commission meetings are livestreamed to facilitate remote viewing of meeting proceedings. This process was initiated in 2020 to provide alternate ways of conducting business and continuing operations during the COVID-19 pandemic and is now operationalized as regular business practice.

Since late 2020, Committee and Commission meetings were livestreamed without an archived video available after the meeting concluded. After discussions with interested parties, the Township will be amending this practice to post an archived video of the meeting proceedings to the website to allow for future public viewing.

The purpose of this change is to provide additional transparency and accountability around Council decision-making. As Committee and Commission recommendations play a significant role in augmenting Council's decision-making, this change is considered necessary to uphold these principles. This will take effect January 1, 2024, and will standardize the availability of video for all meetings of Council and Council's Committees, with the exception of the Board of Variance as they meet at the application site.

Archived videos will be available for future playback from the same webpage where all Committee and Commission meeting agendas and minutes are posted:

<https://esquimalt.ca.legistar.com/Calendar.aspx>.

If you have any concerns about this change, please discuss them directly with your staff liaison. Alternately, if you have questions, you may contact me at 250-414-7135 or at deb.hopkins@esquimalt.ca.

Sincerely,



Deb Hopkins,
Director of Corporate Services / Corporate Officer