



TOWN OF SAINT ANDREWS

SOCIAL MEDIA POLICY FOR COUNCIL MEETINGS

P – 20 – 02

PURPOSE

The purpose of the Social Media Policy for Council Meetings is to give structure and regulations on how Council Meetings are conducted through social media, how Council participates through social media, and how the general public can participate.

TYPE OF MEETING

The following is a list of the types of meetings the Social Media Policy will be reflective of:

- Regular Council Meetings
- Special Council Meetings
- Committee of Council Meetings
- Public Hearings of Objection
- Public Information Sessions
- Emergency Council Meetings

SOCIAL MEDIA AND VIRTUAL COMMUNICATION PLATFORMS

TELECONFERENCE SYSTEMS

The Town of Saint Andrew currently conducts electronic meetings via the online teleconferencing software. Any member of the Council and the Public can log into the teleconference system using the link or Meeting ID. Once logged on, both Council and the Public will sit in the waiting room of the meeting until the Clerk-Senior Administrator or designate allow participants into the meeting room. Once in the meeting room:

- Council
 - Will have their audio and video set to on.
- Public
 - When entering the meeting, all Public members will be asked to have their audio muted and video turned off. If these are not turned off upon entry, the Clerk-Senior Administrator or designate will mute and turn off video streaming.
 - The Public can sit and listen to the meeting via teleconference but must always remain muted and video off except for Question Period.
 - At Question Period, the Clerk-Senior Administrator or designate will approach each teleconference participant if they have a question for Council. Staff will give time for the Public to unmute and ask the question. Only questions relevant to the Agenda of that meeting will be presented.

FACEBOOK

Link: <https://www.facebook.com/town.saintandrews>

Council Meetings are live streamed from a teleconference system to Facebook to allow for greater public viewing. The Public can view the meeting via Facebook. No questions will be accepted through the Facebook comment section and the comment section will be turned off. If the public wishes to ask a question to the Council, the question must be:

- Emailed to the Clerk – Senior Administrator or designate.
- Written submissions to the Town of Saint Andrews.



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- Provided through the teleconference system.

YOUTUBE

Link:

https://www.youtube.com/channel/UC53Ns6TcZt6vzuO_e3TUhbw?view_as=subscriber

All meetings on Zoom are recorded and uploaded to the Town of Saint Andrews' YouTube Channel:

The Public can view the recordings of all electronic meetings on this site.

QUESTION PERIOD

If the public would like to provide a question to Council, the following are the only acceptable forms for submitting questions:

- Written letter submitted to the Town of Saint Andrews.
- Email to the Clerk – Senior Administrator or designate.
- Provide your question in person via the teleconference system.