



## Alberni-Clayoquot Regional District

<b>Title</b>	Recording & Livestreaming Policy
<b>Departments</b>	All
<b>Effective Date</b>	January 12, 2022

### 1. Policy Statement

The Alberni-Clayoquot Regional District (ACRD) is committed to the principles of openness, accountability, accessibility, and transparency. This policy sets out procedures for recording and livestreaming ACRD open board, hospital board, and committee meetings and public hearings held in the Regional District Board Room and/or electronically.

### 2. Purpose

This policy provides guidelines and direction to staff for recording and livestreaming ACRD open board, hospital board and committee meetings and public hearings, and management of those recordings.

### 3. Policy

- a. Open meetings are recorded and livestreamed for the convenience of the public and to increase public access to open meetings. Any meetings or portions of meetings that are closed to the public in accordance with Section 90 of the *Community Charter* will not be recorded and livestreamed.
- b. Regular open board, hospital board, and committee meetings and public hearings held in the ACRD Boardroom and/or electronically may be recorded and livestreamed through a link on the ACRD website: [www.acrd.bc.ca](http://www.acrd.bc.ca)
- c. Adopted minutes remain the permanent record for all ACRD open meetings and public hearings and are available to the public from the ACRD website and ACRD office. Recordings in no way detract or undermine the confirmed meeting minutes.
- d. Copyright of the recordings of meetings is owned by the ACRD. Permission is granted to produce or reproduce the recordings posted on the ACRD website, 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 ACRD. For certainty, no person may use the recordings for political party advertising, election campaigns, or any other politically partisan activity.

#### 4. Procedures

- a. The Corporate Officer or his/her designate will make every reasonable effort to ensure that recordings are available to the public and livestreamed, however, technical difficulties may prevent this. Meetings will not be cancelled, postponed, or delayed due to technical issues.
- b. The recording equipment will be directed at members of the board/committee, staff, and individuals presenting to the board/committee or at the public hearing. However, despite best efforts to not record members of the public, audience members may also be seen or heard on the recording.
- c. Signage will be posted near the entrance to, and in the Boardroom to advise presenters and members of the public that the meeting may be recorded, livestreamed, and published on the ACRD website.
- d. At the beginning of an open meeting, the Chair shall notify those present that the meeting is being livestreamed, recorded, and published on the ACRD website. Notice that the meeting will be live streamed and recorded will also be published on the meeting agenda.
- e. Recordings will be accessible to the public on the ACRD website for a period of four (4) years from the date of the meeting.
- f. The Corporate Officer or his/her designate is authorized to terminate or interrupt the recording of a meeting or remove a portion of a recording if content may be considered to:
  - i. be discriminatory or constitute hatred of a person or group of people and is likely to infringe on human rights, or offend, insult, humiliate or intimidate,
  - ii. breach the privacy of an individual or provide for the unauthorized disclosure of personal information of an individual,
  - iii. be offensive,
  - iv. disclose confidential or privileged information,
  - v. be false or misleading and may damage the reputation of another individual or organization,
  - vi. infringe on copyright.