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|  | POLICY / PROCEDURE | No. | 7.13 |
| | Recording and Broadcasting of Open Meetings | Effective Date | January 24, 2023 |
| | | Revision Letter | |
| | | Council Approval | 2023-02-05 |

1.0 Purpose

1.1 The purpose of this policy is to establish guidelines for the broadcasting, recording, and management of recordings of *open meetings*.

2.0 Scope

2.1 This policy applies to all *open meetings* of the District of Fort St. James.

3.0 Policy

- 3.1 *Open meetings* may be held by fully electronic means, in person, or in a hybrid format.
- 3.2 To enhance transparency and encourage public engagement with *Council*, *open meetings* of any format may be broadcast live to the public and recorded and posted to the *District* website.
- 3.3 A closed meeting or closed portion of a meeting may not be broadcasted or recorded.

4.0 Definitions

- 4.1 In this policy, a reference to an enactment is a reference to that enactment as amended or replaced from time to time.
- 4.2 In this policy,
 - Chair* means the mayor or chair of the meeting;
 - Chief administrative officer* means the Chief Administrative Officer appointed by Council, or their designate;
 - Council* means the council of the District of Fort St. James;
 - Committee* means a committee, commission, or board established by *Council*;
 - Open meeting* means any public hearing or meeting of Council or a committee that is open to the public.
 - District* means the District of Fort St. James;
 - District website* means the website administered and controlled by the *District*; and
 - Social media* means social medial platform accounts controlled by the *District*.

5.0 Procedure

- 5.1 The *District* may use an acceptable video conferencing platform to facilitate the recording and broadcasting of meetings.
- 5.2 Staff will set up electronic and hybrid meetings, issue meeting invitations, and provide information to meeting participants and attendees regarding accessing the meeting.
- 5.3 The *chair* of an *open meeting* will make a statement at the beginning of the meeting informing all present that the meeting is being broadcast and recorded and that recordings will be made available over the internet.
- 5.4 A delegation participating in a meeting via electronic means will be promoted to the panel and will appear in the meeting video and audio broadcast and recording.
- 5.3 During open question period, media and members of the public who wish to ask a question in accordance with Question Period Policy No. 7.12 will be given permission to speak by staff but will not appear in the video broadcast or video recording of the meeting.
- 5.5 The keeping of a recording of an *open meeting* does not undermine the position of the approved minutes as the official record of *Council* and *committee* decisions.
- 5.6 Staff will endeavour to ensure that broadcasting and recordings are available to the public, understanding that, on occasion, technical issues may result in broadcasting and recording being delayed or unavailable.
- 5.7 An *open meeting* will not be cancelled, postponed, or delayed due to technical issues that affect only broadcasting or recording.
- 5.8 Recordings will be accessible to the public on the *District* website within five (5) days of the meeting and will remain on the website for one year from the date of the meeting.
- 5.9 By participating in an *open meeting*, attendees, panelists, and presenters consent to the utilization, storage, and availability of meeting recordings pursuant to Policy 1.2, Records Management.
- 5.10 Original, unmodified meeting recordings will be classified, stored, and retained in accordance with Policy 1.2, Records Management.

6.0 Risk Management

- 6.1 *Open meetings* are a public forum of opinions, statements, questions, and answers made by individuals.
- 6.2 Unless set out in a resolution, *Council* or a *committee* does not endorse or support the views, opinions, statements, or information expressed by an individual at an open meeting.

7.0 Responsibilities

- 7.1 *Council* is responsible for approving this policy and its amendments.
- 7.2 The *Chief Administrative Officer* is responsible for implementing, monitoring, and evaluating this policy.

8.0 Document Approvals

| Role | Position | Name of Approver | Approval Signature | Date Approved |
|----------------|------------------------------|-------------------------|---------------------------|----------------------|
| Owner | Corporate Officer | Gwendolyn Kennedy | | 24-January-2023 |
| Reviewer | Chief Administrative Officer | | | 24-January-2023 |
| Final Approver | Mayor and Council | | | 24-January-2023 |

9.0 Revision History

| Effective Date | Rev Letter | Document Author | Description of Change |
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