



POLICY MANUAL

Title: Recordings of Council Meetings		Policy No : 3.12 Supersedes: NEW
Authority: <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational Approval: <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager		Effective Date: August 27, 2014 Review Date: August 2015
Policy Statement: Public meetings of Council may be live streamed on the website and the recordings posted to the website following meetings.		
Purpose: This policy will provide guidelines for the live streaming and transparent management of recordings of Public Hearings, Council, Committee of the Whole and Council Workshop meetings held in the Council Chambers and Blaney Room at 11995 Haney Place, Maple Ridge.		
Definitions: Council: Council consists of seven elected officials and includes the Mayor and six Councillors Formatted: Work performed to post the recording to the website with all presentation materials and to include only recordings of the meetings from the call to order through to adjournment. Meeting: Includes Committee of the Whole, Council, Council Workshop and Public Hearing. Does not include meetings that are closed to the public in accordance with the <i>Community Charter</i> . Website The website of the District of Maple Ridge.		

Key Areas of Responsibility	Responsibility
Action to Take	
Public meetings of Council held in Council Chambers and Blaney Room may be live streamed over the website and recorded. Any meetings or portions of meetings that are closed to the public in accordance with section Sections 90 and 92 of the Community Charter will not be broadcast or recorded.	
Signage shall be posted to ensure presenters and members of the public are aware that public meetings may be live streamed, recorded and made available over the website.	Clerk's Department
At the commencement of each meeting, the Mayor or Chairperson shall notify those present, including members of the public, that the meeting is being live streamed and recorded in accordance with this policy for posting to the website.	Mayor or Chairperson
A designated staff member will be responsible for the operation of the live streaming and recording equipment	Clerk's Department
The Mayor or Chairperson has the discretion and authority at any time to direct the termination or interruption of the live streaming and recording of the meeting if he or she considers it prudent or advisable to do so.	Mayor or Chairperson
Council may, from time to time, direct staff to remove recordings or portions of recordings from the website where it considers it prudent or advisable to do so.	Council
There may be situations where due to technical difficulties the live streaming and recording will not be available. If such circumstances occur the Mayor or Chairperson will advise those present that live streaming and recording is not available. In the event the technical difficulties are not identified during the meeting, this information will be displayed on the website.	Mayor or Chairperson
The recording will be formatted and posted to the website within three (3) days of the meeting.	Clerk's Department
Recordings will be available to the public over the website for a period of four (4) years from the date of the meeting. Once the four year (4) year period has elapsed the recording shall be deleted from the website but retained as a record of the meeting for an additional three (3) years .	Clerk's Department
	Clerk's Department

Unless otherwise indicated, copyright to recordings of council meetings made available on the District's website is owned by the District. Permission is granted to produce or reproduce the recordings posted on the District's 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 District. For certainty, no person may use the recordings for political party advertising, election campaigns, or any other politically partisan activity. Unless expressly authorized herein, no part of the recorded materials posted on the District's website may be reproduced except in accordance with the provisions of the Copyright Act, as such Act may be amended or replaced from time to time, or with the express written permission of the District.

The adopted minutes of the meetings remain the official records. The recordings are to promote broader access to meetings.