



## ADMINISTRATION POLICY

<b>TITLE:</b> Audio and Video Recording of Council Meetings Policy		<b>POLICY #:</b> A-01-2019
<b>Authority:</b> Chief Administrative Officer		<b>Effective Date:</b> September 10, 2019 <b>Review Date:</b> May 23, 2024
<b>Issued By:</b> Deputy Corporate Officer <b>Issued Date:</b> September 11, 2019		<b>Approved By:</b> Council <b>Approved Date:</b> September 9, 2019 <b>Resolution #:</b> 05-09-19

**PURPOSE:** To establish procedures for members of the media who wish to record regular meetings of Council for the Village of Ashcroft and establish a protocol for those who do not wish to be recorded.

**POLICY:**

This Policy addresses all public requests to video or audio record regular Council meetings.

**Members of the Media**

For the purposes of this Policy, “member of the media” means members of the press (print, photo, radio, television, film, news agencies, and online media) who represent a *bona fide* organization. The Village must be satisfied that the individuals represent *bona fide* organizations. Those media organizations must have demonstrable editorial oversight and a verifiable street address and telephone number (Stand-alone P.O. Box address will not be accepted).

**1.0 Application**

- 1.1 Individual meeting requests must be made to the CAO no less than seven (7) and no more than fourteen (14) working days in advance of the meeting, using the application form attached hereto as Addendum “A”.
- 1.2 If submitting a recurring request, include all dates for each regularly scheduled meeting of Council.
- 1.3 The Village may require supplementary documentation to evaluate the request.
- 1.4 Applications will be considered on a case-by-case basis and the decisions of the Village are final.
- 1.5 The Village reserves the right to deny or withdraw permission from anyone whose activities run counter to the principles of the *Canadian Charter of Rights and Freedoms*, or who abuse the privileges so extended, or put the privilege to improper use, or act in a way not consistent with the principles of the Village.

## 2.0 Guidelines

- 2.1 Any audio/visual recording must take place from positions in the room that are pre-approved by the CAO. Filming must be from a fixed camera position in normal view.
- 2.2 All set-up must be done before the meeting starts to ensure the view of members, officers, public, and media representatives is not obstructed.
- 2.3 At each meeting, the Mayor will direct the time at which the audio/visual recording may begin.
- 2.4 The use of flash photography or additional lighting in connection with visual recording is not permitted.
- 2.5 Recording devices must not make any noise or block any person's view of the proceedings.

## 3.0 Security

- 3.1 Any connections to the Village of Ashcroft equipment, power, etc. must be pre-approved by the CAO.
- 3.2 For security purposes, all members of the media must supply their own resources and equipment, including but not limited to, Internet connection and recording devices.

## 4.0 During the Meeting

- 4.1 The Mayor will indicate when the audio/visual recording may begin.
- 4.2 The Village may revoke permission to record at any time, for any reason, in its sole and absolute discretion. Upon such revocation, the person recording must immediately cease audio and visual recording and must remove equipment from the room at the direction of the CAO (if the meeting has not yet convened) or the Mayor (if the meeting has convened).
- 4.3 The Village strongly urges members of the media to adhere to journalistic ethics in the use and distribution of recordings. For examples, please see these websites:

**Ethical Journalism Network:** <https://ethicaljournalismnetwork.org/who-we-are/5-principles-of-journalism>

**RTDNA Code of Ethics:** [https://www.rtdna.org/content/rtdna\\_code\\_of\\_ethics](https://www.rtdna.org/content/rtdna_code_of_ethics)

**CBSC Code of Ethics:** <https://www.cbsc.ca/codes/cab-code-of-ethics/>

**APPLICATION TO RECORD**

Council meetings and open forums attract a range of people who may or may not wish to be filmed or recorded. All open meetings of Council prioritize public involvement, and as such, the Mayor may wish to prohibit recording if it is seen to be a barrier to creating the right environment for this to happen. Please respect the wishes of others and their right to personal privacy.

**Submit your complete application to the CAO seven (7) working days prior to the meeting you wish to record: mail PO BOX 129 Ashcroft, BC V0K 1A0; fax (250) 453-9664; email [admin@ashcroftbc.ca](mailto:admin@ashcroftbc.ca)**

Meeting/Hearing Date Request		Date of Request	
Applicant Name (& Contact Name)			
Title/Organization			
Address			
Contact Phone Number		Fax Number	
Email			
What format will be used to record the meeting?			
What will the recording be used for? (discretionary)			
What part of the meeting do you wish to record?			
Who will record the meeting?			
Where will the recording be retained?			

Personal Information provided on this form is collected in compliance with the *Freedom of Information and Protection of Privacy Act* (FOIPOP) and will be used only for the purposes of the Village of Ashcroft Application to Record. If you require further information regarding the FOIPOP Act, please contact the FOI Coordinator at: [admin@ashcroftbc.ca](mailto:admin@ashcroftbc.ca)

I acknowledge and agree that:

- All recordings must take place from positions in the meeting room approved by the CAO.
- Filming will be from a fixed camera position in normal view.
- Set-up must be done before the meeting starts to ensure the view of members, officers, public and media representatives is not obstructed.
- I will not connect to the Village of Ashcroft's equipment or power, unless pre-approved by the CAO.
- I will not connect to the Village of Ashcroft's secure Internet or recording devices.
- The use of flash photography or additional lighting in connection with the recording is not permitted.
- The Mayor will direct when the audio/visual recording may begin.
- The Village may revoke permission to record at any time, for any reason, in its sole and absolute discretion. Upon such revocation, I will immediately cease audio and visual recording, and will remove equipment from the room at the direction of the CAO (if the meeting has not yet convened) or the Mayor (if the meeting has convened).
- I will comply with all directions of the Mayor during the meeting.
- I agree to share the recording in its original and unedited form (retained for four months) with the CAO on request.
- The Village may deny or withdraw all permission to record if my activities run counter to the principles of the *Canadian Charter of Rights and Freedoms*, or if I abuse the privileges so extended, or put the privilege to improper use, or act in a way not consistent with the principles of the Village.
- Failure to comply with these requirements may lead to the refusal of any future requests to record Council meetings.

Any questions regarding the requirements of the application form should be directed to the CAO at (250)453-9161.

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Applicant Signature	Print Name	Date
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FOR OFFICE USE ONLY	
Date received:	_____
Chief Administrative Officer:	_____
Set up details (e.g. time, location)	_____
_____	
Date approved:	_____
CC: Mayor:	_____