

## M1.4 Livestreaming of Meetings Policy



## Regional Board Policy

### Livestreaming of Meetings Policy

<b>Category:</b> Board Meetings	<b>Policy Number:</b> 2023-9-31	<b>Replaces:</b> 14-06B-39
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<b>Office of Primary Responsibility:</b> Administration		
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#### **PURPOSE:**

To enhance public accessibility and transparency in the decision-making process of the Cariboo Regional District (CRD) Board and Cariboo Chilcotin Regional Hospital District (CCRHD) Board by providing real-time access to open Board meetings via livestream.

This policy supports the CRD's commitment to transparency and accountability while recognizing the importance of evaluating new technologies and practices through a defined trial period.

#### **POLICY:**

#### **1. APPLICATION**

The policy applies to:

- Regularly scheduled and special meetings of the Board; and
- Such other meetings as directed by the Corporate Officer.

This policy does not apply to:

- Confidential matters held in closed meeting as provided by Section 90 of the *Community Charter*.

## **2. DEFINITION**

“Board” refers to the Board of Directors of the Cariboo Regional District and the Cariboo Chilcotin Regional Hospital District.

“Livestream” means a real-time video broadcast, not an archived recording.

“Recording” may include both audio and video components.

## **3. LIVESTREAMING PLATFORM**

Open meetings of the CRD and CCRHD Boards will be livestreamed via a publicly accessible platform selected by the Chief Administrative Officer (CAO) or designate, which is subject to *Freedom of Information and Protection of Privacy Act* (FOIPPA) compliance.

## **4. LIMITED RETENTION of LIVESTREAM CONTENT**

Livestreams will not be made available for later viewing. The livestream is intended solely for real-time access. Video recordings are considered temporary records, primarily intended to facilitate public access and assist in minute preparation. Once the minutes are adopted, the recordings are no longer needed. The official record of the meeting is the adopted meeting minutes, signed by the Chair.

## **5. ACCESS and STORAGE of RECORDINGS**

### **Access by staff**

Recordings will only be accessed by staff with approval from the CAO or Corporate Officer for the purpose of preparing and verifying minutes. Access may be permitted until the recordings are destroyed.

### **Access by Board members**

Directors may view recordings during office hours in the presence of an authorized CRD employee. Access is limited to official purposes and only until the minutes are adopted.

### **Access by the Public**

Public access is intended to be available online until the meeting is adjourned. Recordings will not be disclosed to the public or third parties except as required under the *Freedom of Information and Protection of Privacy Act*, or by legal order. Applicable fees under the *Act* will apply.

### **Storage**

Recordings will be stored securely with access restricted to authorized personnel designated by the CAO or Corporate Officer.

## **Retention**

Video recordings will be stored until the minutes from the meeting to which they relate are adopted by the Board. Staff will delete the recording as soon as is practical after the adoption of said minutes.

If a video recording is used as evidence to make a decision about a person, that recording must be retained for a minimum of one year after the date of the meeting.

## **6. CLOSED MEETINGS**

Meetings or portions of meetings closed to the public under Section 90 of the *Community Charter* will not be livestreamed.

## **7. DISCRETION to TERMINATE LIVESTREAM**

The Chair, CAO, Corporate Officer, or their delegate may interrupt or terminate the livestream in exceptional circumstances, including but not limited to:

- Defamatory or misleading content
- Technical issues
- Breach of privacy

Should the livestream be interrupted or terminated as above, the meeting will proceed without the livestream.

## **8. TECHNICAL LIMITATIONS**

The CRD will make reasonable efforts to ensure livestream availability but assumes no liability for technical failures beyond its control. In the event of a livestream failure, the meeting will proceed, and minutes will be recorded as usual.

The CRD will notify the public in the case of livestream interruptions when feasible.

## **9. RESPONSIBILITIES**

- Board of Directors: Approves policy and any amendments.
- Chief Administrative Officer: Oversees implementation and platform selection.
- Corporate Officer: Ensures operational compliance and meeting notifications.
- Staff and Attendees: Must be aware of and comply with this policy.

## **10. NOTIFICATIONS**

- Signage: Notice of livestreaming will be posted at the meeting venue.
- Verbal Notice: The Chair will announce the livestream at the start of each meeting.
- Delegations: Will be informed in advance that their participation may be broadcast live.

Both the signage and verbal notice will include details about FOIPPA compliance, purpose of recording, and how personal information is used.

## 11. OFFICIAL RECORD

The official record of Board meetings remains the written and adopted minutes. Livestreams are not considered official records.

## 12. TRIAL PERIOD and EVALUATION

This policy will be in effect for a six-month trial period. At its conclusion, staff will report to the Board with an evaluation of the livestreaming initiative, including:

- Public engagement metrics
- Technical performance
- Feedback from Directors and the public

The Board will then determine whether to continue, modify, or discontinue livestreaming practices.

**\*\*\* END OF POLICY \*\*\***

<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>
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Adopted – New Policy	June 2014	14-06B-39