



Number: 100-01-21
REGIONAL DISTRICT OF CENTRAL KOOTENAY
Policy Manual

Chapter: 100 Board & Governance

Section: 100-01 Board

Subject: Recording Meetings

Board Resolution: 157/24

Established Date: March 21, 2024

Revised

Date:

POLICY:

PURPOSE:

The purpose of the Regional District of Central Kootenay (“RDCK”) Recording Meetings policy is to establish guidelines for the audio/video recording and management of recordings of RDCK Board meetings.

SCOPE:

This policy applies to all RDCK Board meetings that are regularly scheduled, including Special Board meetings. This policy does not apply to meetings held by RDCK Committees, Commissions, departments, or specific staff. In-camera sessions that occur during regular Board meetings are not in scope and will be excluded from the recorded content.

DEFINITIONS:

Meeting: means regular and special meeting of the RDCK Board. This does not include meetings that are closed to the public in accordance with Section 90 of the *Community Charter*.

Transitory records: records in any format that have short-term value with no further uses beyond an immediate action.

POLICY:

Recording Procedure

Meetings shall be recorded using the RDCK’s remote meeting technology platform. Recording shall begin at the commencement of Meetings and conclude at adjournment. Breaks and recesses that occur during a Meeting will not be captured by video or audio recording.

There may be situations where recordings will not be available due to technical difficulties.

Distribution

An online video sharing website will be used as the host for the recorded meetings. The public will access the video content via a link on the RDCK Meetings, Minutes, and Agendas web page.



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Official Records and Retention

An audio/video recording is not considered the official record of the Meeting. Recordings of meetings are transitory records and created for the purpose of increased accessibility and transparency for the residents of the RDCK.

Transitory recordings will be retained for a period of 12 months on the RDCK website. The recordings will be removed from the website after 12 months and retained for an additional two years in the RDCK folder structure or other appropriate storage.

Notification

Notification that Board meeting proceedings will be recorded and published on the internet shall be provided to delegates and members of the public via signage in the Board room and/or a notice on the RDCK website. At the commencement of the meeting, the Chair will read the following statement:

“This meeting is being recorded in accordance with the RDCK’s Recording Meetings policy and will be posted on the RDCK website.”

RELATED LEGISLATION:

N/A
