



Council Chambers Protocol Policy No. GG21

Purpose:

To establish procedures for the public, media and any other organization who wishes to record and photograph Regular and Special Council meetings. This policy applies to all meetings of Council open to the public.

Background:

The Corporation of the Village of Burns Lake is committed to being open and transparent in the way it conducts its decision-making. All meetings are open to the public, unless closed pursuant to the *Community Charter*. The public may attend all open meetings and may speak as a delegation, or during the allotted question period.

Policy:

All Regular Meetings or Special Meetings of Council may be recorded or photographed pursuant to the following conditions:

- Audio/video recording by members of the gallery, or by media representatives is permitted during a public meeting, however notification of the intent to record must be received by the City Clerk via the attached 'Notification of Recording' – Addendum A.
- 'Notification of Recording' must be made to the City Clerk, no less than three (3) working days in advance of a meeting, using the application form provided. (*Application form is attached to the Policy as 'Addendum A. Please note: if recording all regular and special Council meetings in a calendar year, only one form is required to be filled out.*)
- Audio recording or photography must take place from fixed positions in the gallery pre-approved by the City Clerk. Filming will be in plain view.
- The use of flash photography is not permitted.
- Walking on the Council floor for the purposes of taking a photograph, recording etc. is not permitted. (For greater clarity, the Council floor is the area in and around where members of Council and Staff sit.)
- Recording and/or taking photographs should not disrupt the conduct of the meeting.
- Recording devices and cameras must not make noise, or block any member of the public's view.
- Without undermining the broader transparency of the meeting, all recording devices must be overt (i.e. clearly visible to anyone at the meeting) and non-disruptive.

- The person recording a meeting must be present at all times. Recording equipment cannot be left unattended in a public meeting.
- If a 'Notification of Recording' is made, signage informing members of the public that the meeting is being recorded by a third party will be clearly displayed at the entrance to Council Chambers and in the public gallery area.
- While Council is in session, the use of cell phones is not permitted. Cell phones are required to be switched off, or turned to silent if being used as a recording device.
- Media are provided with designated seating in Council Chambers, located to the left of the public gallery.
- Conversations with Councillors and Staff seated at the Council table are not permitted while Council is in session; unless attending as a delegation, speaking in the allotted public comment time, or invited to speak by the Mayor.
- Conversations in the public gallery should be kept to a minimum and undertaken so as not to disturb the meeting, or impede others in the public gallery from hearing.
- Beverages are permitted, however food should not be brought into the Council Chambers gallery unless it is for a special event organized by Staff or Council.

Definitions

Audio Recording Means any recording made by an electronic device capable of recording sound. This includes, but is not limited to recordings made by video camera, cell phone, I-Pod, DAT recorder or any other digital voice recorder.

Approved: October 25, 2017

Amended:



Addendum A

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Notification of Recording

Council meetings, other public meetings and open forums attract a range of people who may or may not wish to be recorded or photographed. As Council would like to encourage members of the public to attend Regular and Special Council Meetings, members of the public have the right to be notified of third party recording prior to entering Council Chambers. If you wish to record a Regular or Special Council meeting that is open to the public you are required to submit this completed application to the City Clerk no less than three (3) working days prior to the Council meeting: 15, 3rd Avenue Burns Lake, BC, V0J 1E0, Fax: 250-692-3059 or email to rbillard@burnslake.ca.

Meeting Date <i>(If recording all meetings in one year please write year eg: 2017)</i>		Date of Request	
Applicant Name and Contact Name			
Title/Organization			
Address			
Contact Phone Number		Fax Number	
Email			
What format will be used to record the meeting?			
Will additional power be required and how will it be set up?			
What part of the meeting do you wish to record?			
Where will the recording be retained?			

