



BOARD MEETING VIDEO RECORDING

Department	Administration	Policy No.	0340-18
Section	Board	Date Approved by Board	January 11, 2018
Repeals		Board Resolution #	RD/18/01/43

Amended		Board Resolution #	
Amended		Board Resolution #	
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Repealed		Board Resolution #	
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1. Purpose

1.1 The purpose of creating an audiovisual recording of Board Meetings is to provide public access to Board Meeting discussions and decisions. Not all members of the public are able to attend meetings, and the Board wishes to make publicly available the video of their meetings to improve transparency of the actions of the Peace River Regional District.

2. Scope

2.1 This policy applies to all meetings of the Peace River Regional District Board, its various committees and commissions, Public Hearings, the Peace River Regional Hospital District Board and may extend to other PRRD meetings or events that are open to the public.

3. Definitions

3.1 *Peace River Regional District Board Meetings*: refers to open to the public Board Meetings, Hospital District Board Meetings, and may also include a meeting of any select or standing Committee or Commission appointed by the Board, Public Hearings, Public Consultations, and Public Information meetings.

4. Policy

4.1 Peace River Regional District Board Meetings shall be video recorded and made publicly available on the PRRD website at www.prrd.bc.ca, within two business days of the conclusion of the meeting.

4.2 The minutes of a meeting will be deemed correct once adopted by the Board (or committee) and will serve as the official record of the decisions made. Video files are



available only as an additional resource to provide public access to the background discussion that may take place during a meeting.

- 4.3 Video files will be posted on the PRRD website until December 31st of each year, after which they will be archived for an additional two years. Once older than three years, video files may be removed from the website and will not be retained by the PRRD so will no longer be publicly available.

Affiliated Procedure	Board Meeting Video Recording Procedure
Affiliated Policies	<i>Freedom of Information and Protection of Privacy Act</i> (Part 3, Sections 26 (2) and 33.1 (q) and (r) (ii))