

District of West Vancouver
POLICY

Title: Livestreaming and Recording of Open Meetings
Division: Legislative Services
Policy Number: 0195
File Number: 0282-20-0195

1. Purpose

- 1.1. To provide guidelines for the livestreaming, audio/video recording, and management of recordings of open meetings.

2. Scope

- 2.1. This policy applies to all attendees at open meetings.

3. Definitions

- 3.1. "Attendees" means members of Council, committees, staff, the public, invited guests, delegations, and members of the media.
- 3.2. "District" means the District of West Vancouver.
- 3.3. "In-camera" means a meeting or a part of a meeting that is not open to the public, in accordance with section 90 and 92 of the *Community Charter*.
- 3.4. "Livestreaming" means a live, publicly streamed broadcast.
- 3.5. "Member of the media" means news reporters and press photographers who hold valid press identification credentials.
- 3.6. "Council" means the Council of the District of West Vancouver.
- 3.7. "Open meeting" means all meetings of Council that are open to the public.

4. Policy Statement

- 4.1. The official record of all open meetings shall be the adopted minutes. The livestream recording of an open meeting shall in no way detract or undermine the position of the adopted minutes as the official record of decisions.
- 4.2. The District may record and livestream open meetings, and publish the recorded livestreams on the District website or any other platform designated for those purposes.
- 4.3. In-camera meetings are confidential and will not be livestreamed or recorded.

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- 4.4. The Municipal Manager and/or the Corporate Officer have the discretion and authority to direct the exclusion of all or part of any meeting recording from being published if deemed inappropriate.
- 4.5. Members of the media or persons may record open meetings so long as the recording and required equipment does not impede or disrupt the meeting proceedings.
- 4.6. The District will make reasonable effort to ensure that livestreaming and video recordings are available to the public. There may be situations where, due to technical difficulties, the livestream and video recordings may be unavailable or delayed. The District does not take responsibility, and cannot be held liable, for technical issues beyond its control.
- 4.7. Recordings of open meetings will be retained in accordance with the District Records Management Policy.
- 4.8. Any recordings of open meetings are owned solely by the District. Permission is granted to produce or reproduce posted recordings for personal, non-commercial, educational, and news reporting purposes only, provided that the copied material is not modified or altered, and the ownership of the material is attributed to the District.

5. Authority

- 5.1. The *Community Charter*, section 128, 128.1, 2, and 3 apply.

6. Related Policies or Procedures

- 6.1. Records Management Policy 0124
- 6.2. Records Management Procedure 0129

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7. Approval

Approved by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2025/04/14	
Council minutes eDocs # (Council Policies only)	5815944	
Council report eDocs # (Council Policies only)	5790691	
Signature	<u>[Original signed by Mayor]</u> MAYOR	

8. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	2025	