

## Board Governance Policy

### BG I-06      Recording, Live Streaming, and Picture Taking During Board Meetings

Policy Category :	Board Process		
Date First Approved:	2019-06-10	Date Last Reviewed	2020-03-26
Board Meeting Number:	517	Mandatory Review Date	2021-03-26

### PURPOSE

This policy deals with the use of recording devices and live streaming during meetings of the Board of Governors.

### DEFINITIONS

Word/Term	Definition
Recording device	includes any equipment that can be used to record, either through photography, video or audio recording, an image, a sound or a conversation and includes cellular phones and cameras.

### POLICY

While portions of Board of Governors’ meetings may be held without the public present, generally meetings of the Board of Governors are open to the public. As a result, the College will make an audio recording of Board proceedings during the public portion of Board meetings. It will not normally live stream the public portion of Board meetings, though under exceptional circumstances, it may do so at the call of the Board Chair. Members of the public are not entitled to attend the *in camera* (confidential) portions of Board meetings and recording devices are not to be used during those portions of meetings.

Individuals wishing to take pictures or videos during the public portion of Board meetings are to make a formal request to the Board Chair one week prior to the Board of Governors meeting so that the requests can be managed in an efficient and appropriate manner. Individuals wishing to listen to the audio recording of the public portion of Board meetings are to make a formal request to the Executive Assistant to the Board of Governors, and come in person to the President’s Office in order to listen to the audio recording.

This policy is to be reviewed annually.

### MONITORING

The President shall report the number and type of requests to use recording devices or live steam Board meetings to the Chair of the Board on an annual basis.

## **PROCEDURE**

The Board of Governor's office will track requests received from the public to use recording devices at Board meetings and provide this information to the President on an annual basis.

Audio recordings of Board proceedings shall be kept for a period of one year.

## **RELATED MATERIALS**

Algonquin College By-law #1, Section 6 – Meetings of the Board. Meetings of Algonquin College Board are outlined in the Algonquin College By-law #1, Section 6.