

# Ralph Thornton Centre

## RECORDING OF BOARD AND COMMITTEE MEETINGS POLICY

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### Summary

RTCC keeps records of its meetings in the form of written meeting minutes which summarize meeting proceedings and document key decisions. With the move to more online meetings, and the emergence of new recording technologies (audio, video and AI transcription), RTCC needs to document the circumstances under which it will use recording technologies to document meetings.

### Policy

#### Rationale:

RTCC may, from time-to-time, record Board and Committee meetings provided that (a) a reason for recording has been provided, and (b) all meeting participants agree to being recorded. The reason for recording the meeting must be announced as part of the consent seeking process.

If there is an intent to preserve the recording the fact that the recording will be preserved, the reason(s) why, and who the recording may be shared with must be announced as part of the consent seeking process. It should be made clear to all participants, that recordings that are preserved may be subject to Freedom of Information requests.

#### Consent:

Meetings may be recorded provided there is express consent from all meeting participants.

Meeting participants can, at any time when they are speaking, withdraw their consent to be recorded, or ask that the recording be paused.

Members of the public who may be attending a meeting do not have the power to consent or withhold consent for the recording of a meeting. If they are addressing the meeting, they can ask that the recording be paused for the duration of their comments.

#### Maintenance and Destruction of Recordings:

The only person who can record a meeting is the meeting host (or designate) and all recordings must be destroyed by the host (or designate) within a period of one month, unless exempted as detailed above. No recordings are to be shared by the host, without the express written consent of all who participated in the meeting. Transcripts based on the recording may be shared with the board secretary or meeting note taker. Confirmation of destruction of the recording should be minuted at the following meeting.

### Related Policies

- Constitution and Procedure By-Law
- Code of Conduct, Roles and Responsibilities of Board Members
- Notes on Board Member Roles & Responsibilities
- Board and Committee Structure and Mandates
- Relationship Framework for Board of Management of Community Centres

### Policy to be reviewed: every 2 years