



Audio/Video Recording Policy

Category: Governance
Approved By: ICPL#417/12/09/2024
Effective Date: December 10, 2024

Date for Review: December 10, 2027
Previous Version: Resolution
No.16/01/26/1998

1. Purpose

- 1.1. To ensure transparency, accountability and protection of confidential information during all Council and Committee meetings of Council by outlining the requirements for any audio or video recordings of these meetings or any portion of these meetings.

2. Policy Statement

- 2.1. Six Nations of the Grand River (SNGR) is committed to facilitating transparent communication with community members and external agencies while maintaining the confidentiality of sensitive information within the organization.

3. Scope

- 3.1. This policy applies to all Council and Committee meetings of Council.

4. Definitions

- 4.1 **Audio/Video Recordings** – means any sound and/or visual content recorded on electronic tools designed to capture, store, and playback the recorded content.
 - i. **Restricted Meetings**—means any Council or Committee meetings of Council prohibiting the use of audio or video recording devices.
 - ii. **Unrestricted Meetings**– means any Council or Committee meetings of Council declared unrestricted in accordance with this policy.
- 4.2 **SNGR**— means Six Nations of the Grand River. Six Nations of the Grand River is the legal name of the Elected Council and the organization as a whole.

- 4.3 **SNGREC**—means Six Nations of the Grand River Elected Council or Council. The Six Nations of the Grand River Elected Council includes the Elected Council Members and the Elected Chief.
- 4.4 **Third Party**—means any individual or organization outside of SNGR such as community members, media representatives, and external agencies.

5. Policy

- 5.1. All Council and Committee meetings of Council are restricted except as declared unrestricted in accordance with this policy. Please refer to the In-Camera Meeting Policy for more information on the conditions for In-Camera Meetings.
- 5.2. All restricted meetings will prohibit audio or video recording devices except as in accordance with this policy. All restricted meetings also prohibit any devices that may be used to broadcast or livestream the meeting. Broadcasting or livestreaming restricted meetings is strictly prohibited
- 5.3. Any audio or video recording of meetings must have prior authorization from the members of the Council or Committee of Council which is to be requested prior to any recording being permitted except closed meetings, which will remain restricted.
- 5.4. Anyone entering a restricted meeting with any audio or video recording devices, including but not limited to, Smart and Android cellular telephones, without prior authorization will be required to ensure their device is turned off before any meeting is brought to order. Any devices heard during the meeting may be forfeited to the Chairperson or directed to remove any such devices from the meeting room.
- 5.5. If anyone is concealing recording equipment or suspected by the Chairperson of concealing such equipment at a restricted meeting, such equipment must be forfeited to the Chairperson and the individuals may be asked to leave the meeting by the Chairperson.
- 5.6. Members of the SNGREC and SNGR employees acting in accordance with their Council or employment duties are exempted from this policy.

- 5.7. A person seeking permission to make an audio or video recording must sign an agreement seven (7) days in advance of the meeting they want to record. This agreement will acknowledge that the copyright of the audio or video recording is owned by the SNGR (see Appendix A).
- 5.8. Any Third Party who has repeatedly violated this policy, will not be allowed to attend any future Council or Committee of Council meetings.

6. Related Documents

- 6.1. Appendix A “Audio/Video Recording Copyright Agreement”
- 6.2. Privacy Policy
- 6.3. In-Camera Meeting Policy
- 6.4. In-Camera Meeting Policy Procedures
- 6.5. SNGREC Procedure Regulations

7. Authorization

- 7.1. The Audio/Video Recording Policy was approved by the duly appointed Six Nations Band Council at a Political Liaison Committee meeting held on January 26th, 1998, by Resolution No. 16, in accordance with their authority to make rules and procedures for Band Council meetings.
- 7.2. Amendments to this policy must be approved by a Council Resolution.
- 7.3. The Audio/Video Recording Policy was amended and approved by the Six Nations of the Grand River Elected Council at the Political Liaison meeting held on December 9, 2024, by resolution ICPL#417/12/09/2024 to be effective on December 10, 2024.



Appendix "A"

THE SIX NATIONS OF THE GRAND RIVER Audio/Video Recording Copyright Agreement

The Audio/Video Recording Copyright Agreement (the "Agreement") is made and effective the _____ day of _____, 20__.

BETWEEN

Six Nations of the Grand River (the "SNGR") located at:

1695 Chiefswood Rd

PO Box 5000

Ohswéken ON N0A 1M0

AND

_____ (the "Third Party") located at:

WHEREAS, the SNGR is the copyright holder of the recorded _____ meeting held on _____ ("Recorded Meeting");

WHEREAS, the Third Party recorded the Recorded Meeting for the following reason:

WHEREAS, the recording, use and storage of the Recorded Meeting is privy to the Third Party. The Third Party will not share the recording with any person(s) or use the recording in any manner

other than that of which is specified in this agreement, unless permission has been granted by the Chairperson of the Recorded Meeting.

The Recorded Meeting will be credited and shall read as follows:

© Copyright [year] Six Nations of the Grand River.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

SNGR

THIRD PARTY

Signature

Signature

Print Name

Print Name

Date

Date