

CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-34 – CCRD Board Meeting Accessibility Policy

Preamble: The Board of Directors supports expanding the accessibility of the meetings of the Central Coast Regional District (CCRD). Efforts will be undertaken and their effectiveness reviewed in line with the schedule established in Policy A-24: Policy Development and Review, to make meetings as accessible to residents as possible. The overarching goal of this policy is to create increased accessibility and transparency for the residents of the CCRD.

The recordings will not supplement or replace the official meeting minutes as recorded by the Recording Secretary. For the purpose of ensuring consistency in the retention of these recordings of regularly scheduled board meetings the nature of these records must be defined.

Policy: A link to access regular and special meetings in a “view only” capacity will be made available on the CCRD’s website and social media accounts prior to the commencement of a meeting. A video recording of the meeting will be made available to the public on a platform linked to the CCRD’s website.

The recording will be uploaded to a publicly accessible format until the next regularly scheduled meeting. A total of twelve (12) recordings will be available; six (6) recording will be actively available online at any given time. When the number of recordings exceeds beyond six (6), the oldest video will be deleted from the platform. Administration will keep an additional six (6) months of recordings beyond the oldest recording currently online for the public upon request.

The minutes of the meeting will be made available on the CCRD website as the official and permanent record of the meeting. While staff will attempt to provide the highest quality of recordings, technical difficulties may be experienced and recordings may be impacted.

The Regional District office at 626 Cliff Street is open to the public during electronic meetings as a viewing area.

Data of attendance numbers are to be collected and reported annually to review the effectiveness of the accessibility and transparency initiatives. No identifying information on individuals is to be collected for this purpose.

Adopted Date: April 14, 2016 – By Resolution 16-04-36
Amended: November 14, 2019
Amended: November 10, 2022 By Resolution 22-11-03
Amended: October 12, 2023 By Resolution 23-10-08