

**LOWER NIPIT IMPROVEMENT DISTRICT
POLICY No. 2: Recorded Meetings Policy
Board Resolution dated March 27, 2024**

POLICY STATEMENT

The Lower Nipit Improvement District (LNID) believes that the recording, posting and sharing on the District Website of Board Meetings, Committee Meetings, AGMs and the Court of Revision will increase district efforts to disseminate information and provide transparency to residents.

DEFINITIONS

Video Recordings: all digital recordings containing both video and audio components

Audio Recordings: all digital recordings containing only audio components.

PROCEDURES

All Board Meetings, Committee Meetings, AGMs and the Court of Revision will be recorded either as a video and/or audio file

Where meetings are held electronically, every effort will be made to create video recordings.

When meetings are held in-person, it will be the decision of the Chair as to whether the recording will be a video or audio only recording.

It will be permissible to edit and crop the video and/or audio to remove portions of the meeting recorded prior to calling the meeting to order and after adjournment.

The recording files will be posted on the District's Video Recording page prior to the next meeting.

The Board reserves the right to split the recording into segments as needed.

Should technology fail and the recordings not be viable, it should be noted as such on the District's Video Recording page.