



## Personal Recordings at Public Meetings of the Board

**Date of Issue:** September 2025  
**Reviewed/Revised:**  
**Memo To:** All Stakeholders  
**From:** Director of Education

### ACCESSIBILITY:

To request this file in large print, please email [aoda@wcdsb.ca](mailto:aoda@wcdsb.ca) or call (519) 578-3660.

### PURPOSE:

This memorandum provides information to stakeholders who participate in, or attend public meetings of the Board of Trustees, on the creation of photos or recordings while meetings are in progress.

### REFERENCES:

Education Act sections 207(1) and 207(3) "[Access to Meetings and Records](#)"  
Education Act section 283(2) "[Chief Executive Officer](#)"  
Occupational Health and Safety Act Section 27(2)(c) "[Duties of Supervisor](#)"

### FORMS:

- N/A

### REPORTS:

- N/A

### APPENDICES:

### COMMENTS AND GUIDELINES:

Public meetings of the Board of Trustees are open to stakeholders who have an interest in the governance activities of the Waterloo Catholic District School Board. Members of the public may wish to take photographs or create video recordings of presentations by staff or discussions among Trustees.

To ensure that all meeting participants and guests feel safe and welcomed, the following procedures shall apply:

- **Personal Use:** Stakeholders are permitted to record portions of the meeting for private, non-commercial use.



- **Media or Commercial Use:** Individuals intending to record for media coverage, distribution, or commercial purposes must obtain prior permission from the Director of Education, Senior Manager of Communications, or designate.
- **Non-Disruptive:** Recordings must not interfere with or disrupt the activities of meeting participants or guests.
- **Designated Area:** Recordings may be taken by guests situated in the gallery area of the Board Room. Placement recording devices cannot interfere with the operation of the meeting or obstruct the view of audience members.
- **Respect Personal Space:** Recording equipment must not encroach upon the personal space of others or be used in an intimidating manner.
- **Respectful Conduct:** All meeting participants, including those creating recordings, are required to conduct themselves respectfully.
- **Artificial Intelligence Manipulation:** Images and videos captured are not to be altered using artificial intelligence.
- **Prohibition of Defamation:** Recordings must not be taken for the purpose of distribution or publication with the intent to defame, libel, or slander meeting participants or guests.

Individuals who fail to adhere to these procedures may be removed from the meeting and may be subject to a trespass order, police involvement, or other consequences. These procedures are in place to ensure an environment of mutual respect, dignity, and safety for all those present at public meetings.