



RCRS Secondary:	GOV-02	Effective Date:	2025-JUL-28
Policy Number:	COU-248	Amendment Date/s:	
Title:	Media Accreditation Policy	Repeal Date:	
Department:	Legislative Services	Approval Date:	2025-JUL-28

PURPOSE:

This policy sets out the criteria and process for accrediting media to use electronic devices during a Council or Council established Committee meeting.

DEFINITIONS:

Accredited Media	Means a professional or independent journalist who has been issued media accreditation by the City of Nanaimo.
Bona Fide Media	Means: 1. a <u>professional journalist</u> who is formally registered through a media organization that has demonstrable editorial oversight; or 2. an <u>independent journalist</u> who has provided proof of recent <i>publications</i> under one's byline with original reporting and content that can be readily found in the public realm to authenticate their role as a journalist and that aligns with Radio Television Digital News Association's Code of Journalistic Ethics.
Electronic Device	Means any device capable of transmitting and/or recording data or audio, including cameras, video recorders, smartphones, cellular phones, computers, laptops, tablets, notebooks personal digital assistants, or other similar devices
Media Accreditation Process	Means the process outlined on Attachment "A" to this policy whereby applications are reviewed and validated by an Accreditation Committee prior to approval or refusal of an application.
Publication	Means a news-producing entity that disseminates editorial content through a regularly issued platform such as a newspaper, magazine, broadcast program, podcasting, or digital news outlet. To be recognized, the publication must demonstrate the following standards: • a primary function of reporting on news, public affairs, or current events; • established editorial oversight with accountable leadership (such as editor-in-chief or news director); • a history of consistent, verifiable content production; • distribution to a general public audience through formal channels (e.g. print, broadcast, or a professional news website); and • a history of content which objectively aligns with Radio Television Digital News Association's Code of Journalistic Ethics. RTNDA Code of Ethics.pdf)

	Personal blogs, individual social media accounts, influencer content, or promotional media channels that do not meet these standards are not considered <i>publications</i> for the purposes of accreditation.
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SCOPE:

This *media accreditation process* is open to professional and independent journalists (print, radio, television, film, news agencies, podcasting, and online media) who are on assignment for a *bona fide media* organization.

POLICY:

The policy and process by which media personnel can become accredited with the City of Nanaimo in order to film or record Council or Council established Committee meetings.

Except as permitted under the policy, the use of *electronic devices* in Council and Council established Committee meetings is prohibited as per Council's Procedure Bylaw.

Members of the media wishing to become accredited should review the *Media Accreditation Process* (see Schedule A).

PROCESS:

General Criteria:

Journalists wishing to obtain media accreditation must fill out a Media Accreditation Application Form (see Schedule B). The onus is on the applicant to supply all required information and supporting documentation at the time of applying. Incomplete applications will not be processed.

All information submitted as part of the application process is reviewed and validated by an Accreditation Committee. Those that don't meet the criteria will be denied and will not be referred. Applications that meet the criteria and have been validated will be referred to the Mayor for formal approval.

Supporting Documentation and Information

A letter of assignment is required from the media organization identifying the applicant as being assigned to cover Council and/or Committee meetings, explaining the role of the applicant and signed by an authorized editor or publisher within the media organization with their contact information.

Individuals who do not work for a media organization but rather work as independent members of the media and therefore unable to provide a letter of assignment, must provide proof of recent *publications* under one's byline with original reporting and content that can be readily found in the public realm.

To assist in verifying that those applying for media accreditation are members of the media, the Accreditation Committee may refer to the applicant's publicly available content to authenticate their role as a journalist.

Revocation of Accreditation

Accreditation for applicants approved by the Committee is granted on the condition that media representatives will operate in accordance with Council's Procedure Bylaw.

Accredited media must not disturb the safety, security and order of the Council or Committee meeting. Further, if for any reason there is a breach of the representations made in the application provided or if an individual misrepresented himself/herself, the City reserves the right to revoke the accreditation.

Penalties

A person using an electronic device in a manner prohibited by Council's Procedure Bylaw or this policy may be subject to one or more of the following sanctions:

- a. A direction to turn off the electronic device;
- b. A direction to leave the Council Chambers or Committee room; or
- c. For repeat offences, an injunction may be sought to ban an individual from attending future Council or Committee meetings.
- d. In the case of *accredited media*, a direction to forfeit the media accreditation card to City staff.

RELATED DOCUMENTS:

Council Procedure Bylaw

Media Accreditation Process (Schedule A)

Media Accreditation Application Form (Schedule B)

REPEAL or AMENDMENT:

N/A



SCHEDULE "A"

MEDIA ACCREDITATION PROCESS

Media accreditation by the City is required for professional or independent journalists who wish to use *electronic devices* to record or take photographs during Council and Council established Committee meetings.

Those wishing to become accredited must fill out a Media Accreditation Application Form.

Under this policy, accredited journalists can use *electronic devices* during Council or Council established Committee meetings subject to the limitations outlined in Council's Procedure Bylaw.

All information submitted as part of the application process is reviewed and validated by an Accreditation Committee. Those that don't meet the criteria will be denied and will not be referred. Applications that meet the criteria and have been validated will be referred to the Mayor for formal approval.

Once accredited, there is no requirement to renew the accreditation unless the journalist changes their position, resigns, or changes jobs. Any changes must be promptly reported to the Manager, Corporate Communications and Community Relations.

The Accreditation Committee members include the following staff members, or their designate:

Manager, Corporate Communications and Community Relations (Lead)

Chief Administrative Officer

Corporate Officer, Legislative Services, City of Nanaimo



SCHEDULE "B"

MEDIA ACCREDITATION APPLICATION FORM

To apply for media accreditation, please complete all fields below and submit, with a photograph, and letter of assignment (professional journalist) or proof of recent *publications* under your byline with reporting and content that can be found in the public realm (independent journalist) to Communications@Nanaimo.ca.

You will be notified if/when your request is accepted. Please note that only *accredited media* will be permitted to use *electronic devices* during Council and established Committee meetings and doing so is conditional on following the provisions outlined in Council's Procedure Bylaw and the Media Accreditation and Permitted Use of Electronic Devices Policy. By signing below, you agree to abide by these terms.

Media Outlet	Name of the Organization (if applicable)	
	Street Address	
	Phone	
	Email	
Personal Information	First Name	
	Last Name	
	Position	
	Phone	
	Email	
Authorization	Please check off the category that applies to you: ☐ Professional Journalist I have attached a letter of assignment from your media organization identifying me by name and signed by my assigning editor, producer or other. _____ Signature ☐ Independent Journalist I have attached proof of recent <i>publications</i> under your byline, with reporting and content that can be readily found in the public realm. _____ Signature	
Photograph	☐ I have attached my photograph for identification purposes.	

Note: You must fill out your own application, including providing your own letter of assignment. Members of the same news organization cannot apply as a group. Media accreditation is non-transferrable.

Information collected on this form is done so under the general authority of the Community Charter and FOIPPA and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. For more information, please visit the Legislative Services Department at 455 Wallace Street, call 250 755 4405 or email foi@nanaimo.ca.