

Media Protocols

OVERVIEW

These media protocols will guide the Mass Casualty Commission's ("the Commission") public proceedings. Please remember that all matters relating to media coverage of the Commission's proceedings are subject to the Commission's discretion.

The Commission is committed to sharing the information it is learning with members of the media and with the public in a timely, transparent, and accessible manner.

Some public proceedings will have specific technical and logistical requirements dependent on the type of event, venue, capacity and COVID-19 protocols. These specific requirements will be shared or can be requested in advance of any given proceeding. Dates and schedules for the public proceedings are posted on the Commission [calendar](#) as they are available. If you have any questions about the media protocols, please email Media@masscasualtycommission.ca.

Quick links:

- For Commission Webcasts, News Releases, Photo Gallery, visit the [Media section](#)
- For information about upcoming proceedings and Commission activities, visit the [Calendar](#)
- For Updates from the Commissioners, Community Notices, and Statements visit the [Updates section](#)
- For information on COVID-19 Protocols, [click here](#)

COVID-19

The Commission will be following all public health protocols, including proof of vaccination, holding virtual options whenever possible, and providing virtual access to all of the Commission public proceedings by webcast. If required by public health guidance and restrictions, proceedings may be a hybrid of in person and virtual or entirely virtual. The Commission will ensure there are options made available to media for coverage, which may include virtual access to the proceedings, media viewing rooms (these may be separate from the main proceeding room, COVID dependent), and virtual access to spokespersons.

MEDIA EMAIL

The Commission's media email address is Media@masscasualtycommission.ca. This email will be monitored Monday to Friday 8:30 am until 4:30 pm. The Commission team will work to meet deadlines provided in email requests whenever possible.

MEDIA EMAIL UPDATES LIST

The Commission shares important information with the media both on its website and through the media updates email list. Members of the media are encouraged to sign up for the media list by emailing Media@masscasualtycommission.ca and requesting to receive Commission media updates. Through this email list, the Commission will be sharing up-to-date information with the media about the Commission's work, press releases, events, technical briefings, links to public proceedings webcasts, detailed logistics for covering the proceedings virtually or in person (COVID dependent), and other information.

DESIGNATED MEDIA AREA (DMA)

When onsite at a public proceeding (COVID dependent), members of the media may be asked to take pictures, record video, conduct interviews and operate electronic equipment such as cameras or audio recorders within a designated media area (DMA). DMAs will include electrical outlets, power bars and access to Wi-Fi whenever possible. Dependent on COVID-19 gathering restrictions, these DMAs may be separate from the main proceeding area or offsite (COVID dependent) but will include access to a live feed of audio and visual.

MEDIA INTERVIEWS

As with most inquiries, during the Commission's mandate, the Commissioners will not be doing interviews related to the Commission. Throughout our work, the Commissioners will make statements, share announcements, send updates, and be part of public proceedings. All of this will be quotable content. The Commission recognizes the importance of statements and interviews for the media. As such, spokespersons Emily Hill, Senior Commission Counsel, and Barbara McLean, Investigations Director, will be available to media as appropriate throughout the inquiry and during proceedings and a French-speaking Commission spokesperson will be made available as required. Additionally, media may send questions or requests to the email address: Media@masscasualtycommission.ca and a response or statement will be provided.

WEBCAST

Public proceedings will be available online via webcast in both official languages whenever possible. A recording will be posted to the Commission website with associated transcripts. Portions of the Commission's webcasts (audio and video) may be re-broadcasted as part of conventional news coverage. Media is permitted to share hyperlinks to the Commission's live webcast page and the page of archived videos on the Commission website.

CLOSED PROCEEDINGS

Members of the public, including the media, are welcome to attend proceedings (COVID dependent) or watch the webcast, except in those circumstances where the Commissioners, in their discretion and in exceptional circumstances, may conduct proceedings in a closed setting (i.e. private or *in camera*). If there

is a proceeding scheduled that will be closed, the Commissioners will share why the decision was made for it to be private.

DOCUMENT ACCESS

The Commission is committed to ensuring the media is set up for timely, accurate reporting. As such, media who would like to receive exhibits, including Foundational Documents, in advance of their public release, to review and understand the information in order to accurately report on the inquiry, will be required to apply for accreditation and sign a confidentiality undertaking. Members of the media who sign a confidentiality undertaking may be sent exhibits in confidence through a secure file sharing system. Whenever possible, these documents will be sent in advance of their being presented during a public proceeding or published to the Commission website.

Once documentary evidence is admitted during the Commission's proceedings, digital copies will be uploaded to the Commission website for all members of the public and media.

ACCREDITATION

Media may apply for accreditation using the form in the [media centre on our website](#) or can find the form below in Schedule A. Media with accreditation will be granted access to designated media areas, including reserved media seating during in-person events and advance access to Commission documents before they are made public.

Those who would like advance access to the Commission's documents will be required to sign a confidentiality undertaking. A confidentiality undertaking will be provided to media who make the request in their application for accreditation.

Media who choose not to be accredited or sign a confidentiality undertaking will be able to cover the Commission's proceedings, including access to real-time webcasts of public proceedings and access to documentary evidence as it is entered into evidence and subsequently posted on the website masscasualtycommission.ca.

A violation of the protocols for accredited media or of the confidentiality undertaking may result in loss of advanced embargoed access to documents or revocation of accreditation, in the discretion of the Commission. The revocation of accreditation may be applicable to an individual and that individual's organization.

RECORDING (FILM/AUDIO) AND PHOTOGRAPHY

Media will have access to the Commission's webcast. However, in cases where media would like to capture footage the following applies.

The use of television cameras or other electronic or photographic equipment including phone cameras at in-person public proceedings (COVID dependent) will be permitted at the discretion of the Commissioners, and with some restrictions (i.e. within a specific time frame or designated area). Media must adhere to the following protocol when capturing footage during proceedings:

- The cameras must be situated in a position approved by the Commission.
- Media are not permitted to take photographs or operate recording devices (video or audio) in a way that obstructs the entrances or pathways of the location or room.
- Members of the public attending proceedings must not be filmed, recorded, or photographed unless consent has been given.
- The Commissioners' and/or Counsel's notes must not be filmed or photographed.

For some proceedings and COVID-19 dependent, Commission cameras will be the only cameras permitted in the main room when the proceedings are officially taking place. In these cases, the Commission cameras will capture audio and visual footage, and photography, which will be webcast in real-time and made available on the Commission website. Additionally, the Commission will work with pool services whenever possible, especially when COVID health and safety restrictions affect media's in-person access, to ensure there are options for media covering the Commission's proceedings.

AUDIO

For all public proceedings, audio recordings are permitted for note taking and reference only and not to be used for broadcast. Members of the media are permitted to use the audio from the Commission's livestream for broadcast purposes.

SOCIAL MEDIA

Members of the media are permitted to use smart phones and other electronic devices to receive and transmit general text if it does not interfere with the public proceedings' recording systems. Media are not permitted to live-cast on social media inside the proceedings room when the Commission is in session. Media may transmit information about the proceedings while they are underway for publication and by any means (including Twitter, texting, email, etc.), unless the Commission advises otherwise.

NON-COMMERCIAL REPRODUCTION

Unless otherwise specified you may reproduce the materials such as Commission webcasts, photographs and audio files, in whole or in part for non-commercial purposes, and in any format, without charge or further permission, provided you do the following:

- Exercise due diligence in ensuring the accuracy of the materials reproduced;

- Indicate both the complete title of the materials reproduced, as well as the author (where available); and
- Indicate that the reproduction is a copy of the version available at *[URL where original document is available]*.

For the purposes of this Media Protocol, non-commercial use includes news reporting, documentary journalism, commentary, academic research and teaching, and uses that are for the purpose of informing the public on matters arising in the course of the Commission's work.

COMMERCIAL REPRODUCTION

Unless otherwise specified, you may not reproduce materials on the Commission website, in whole or in part, for the purposes of commercial redistribution without prior written permission from the Mass Casualty Commission. For the purposes of this Media Protocol, commercial use means any use that is not for the purpose of education or informing the public on matters arising in the course of the Commission's work, including the promotion or advertising of any person, thing or product other than a publication or broadcast related to the Commission's work. To obtain permission to reproduce materials please contact: Media@masscasualtycommission.ca

Some of the content provided by the Commission, including exhibits, may be subject to the copyright of another party. Where information has been produced or copyright is not held by the Mass Casualty Commission, the materials may be protected under the [Copyright Act](#), and international agreements.

SCHEDULE A: APPLICATION FOR MEDIA ACCREDITATION

To Communications for the Mass Casualty Commission.

1. We request permission to:

- (a) film
- (b) use the Commission's footage of
- (c) take still photographs during
- (d) record

the following public proceeding or hearing(s) of the Commission:

2. Expected dates of coverage _____

3. Documents required for accreditation approval:

- (a) Letter of assignment on the official letterhead of the media organization, identifying the applicant as being assigned to the event, explaining the role of the applicant at the event and signed by an authorized editor or publisher within the media organization with their contact information.

Letter attached to submission: Yes: _____ No: _____

- (b) If unable to provide a letter of assignment, applicant to include proof of recent publications relevant to the specific event, under the applicant's byline, with reporting and content that can be readily found in the public realm.

Proof of recent publications attached to submission: Yes: _____ No: _____

4. Request advance access to Commission documents: Yes: _____ No: _____

If yes, once approved for accreditation, media requesting access to advance, confidential copies of Commission documents will need to sign a confidentiality undertaking, which will be sent to them by the Commission. Members of the media who sign a confidentiality undertaking may be sent documents in confidence through a secure file sharing system.

Name of responsible person _____

Business address _____

Postal address _____

E-mail address _____

Phone number (_____) _____

Signed _____

Date _____

Note: Media who choose not to sign the confidentiality undertaking will be able to access the Commission's documents as they are posted to the Commission website.

Commission use

Date application received _____