

City of Greater Sudbury Media Accreditation (2014) Committee and/or City Council Meetings



Purpose

The City of Greater Sudbury is committed to developing and maintaining working relationships with members of the media to promote public awareness and an understanding of Council decisions, City policies, services and programs, issues facing the City and new and emerging initiatives.

The City of Greater Sudbury is responsible for security and access to the City facilities, including the Council Chamber and Committee meeting rooms, and is committed to providing a safe environment for members of City Council, staff, the public and others who work at or visit Tom Davies Square.

The City of Greater Sudbury Media Accreditation Program is a part of the City's Corporate Security Identification Cards Program, in conjunction with the Media Relations Policy.

The purpose of the Greater Sudbury Media Accreditation Program is to ensure members of the media are equipped with identification tags in order to clearly identify them as a member of the media.

Only members of the media with approved accreditation, under the Greater Sudbury Media Accreditation Program, will be permitted access to media designated areas of the Council Chamber and Committee room during public City Council and/or Committee meetings.

Members of the media with approved accreditation will be permitted on the floor of the Council Chamber before, after or during breaks for the purpose of conducting interviews or taking photographs or video to be used as part of a news story or clip.

Accreditation will provide access to other media designated areas including the reserved media desk and designated media room in the Council Chamber during City Council and/or Committee meetings.

City of Greater Sudbury Media Accreditation Program

Media accreditation is reserved for broadcast and print media assigned to cover Greater Sudbury City Council and Committee meetings and who meet the accreditation requirements.

As part of the accreditation process, media will be required to attend a meeting to discuss procedures and decorum for City Council and Committee meetings. Meeting dates are to be determined.

Independent production companies are required to submit a letter from their broadcast organization providing details of the production and footage required. They will also be required to complete, in advance, an authorization agreement.

Personal websites, fan sites, forums and sites containing personal diaries will NOT be eligible for media accreditation.

Please note: Commercial photography is prohibited unless it has received prior approval and the proper clearances made.

Membership and Definitions

Full Time Accreditation

- A journalist employed by a media outlet, assigned to report regularly from City Council and Committee meetings.
- A journalist is a regular attendee of an average of four or more City Council or Committee meetings per month.

Occasional Accreditation

- A journalist employed by a media outlet, assigned to occasionally report from City Council and Committee meetings.
- A journalist is an occasional attendee of three or fewer City Council or Committee meetings per month.

*Photographers, camera operators, editors and producers are also considered journalists and will require their own accreditation.

To be considered for accreditation, please submit the required documentation, as outlined below.

Accreditation Requirements

Media outlets will be required to submit a list of reporters, who may be covering Committee or City Council meetings. The following will be required:

- Journalist Name
- Journalist Media Outlet
- E-Mail Contact
- Telephone Contact (if possible the mobile number for the journalist)
- Address of the Media Outlet
- Facebook and Twitter Account Information (this includes media outlet and individual accounts, if used for professional purposes)
- URL to your stated online publication
- Membership type:
 - Full Time Accreditation
 - Occasional Accreditation

Guidelines

Full Time Accreditation

Journalists will be issued a photo id card.

Journalists must present their photo id card to the Security Officer at the Tom Davies Square security desk, at which time, they will be required to sign in. Before leaving Tom Davies Square, each journalist will be required to sign out.

In order to gain access to the media designated areas, journalists must present their photo id card to the Security Officer posted in the Council Chamber or Committee Room.

Lost or stolen passes must be immediately reported to Corporate Security. The City of Greater Sudbury reserves the right to approve or deny the reprint of the request.

Accreditation pass must be worn at all times.

Accredited media and his/her media outlet is expected to abide by and respect City procedures, decorum and bylaws during City Council and Committee meetings as well as any internal security checkpoints.

All staff is to be treated with courtesy and respect.

Any questions or concerns should be raised to your Media Relations representative.

Any accredited media who do not comply with the regulations will, without warning, have their accreditation withdrawn at which time a review will be conducted to decide the appropriate action and future status of the accreditation.

Occasional Accreditation

Accreditation tags will be available for pick up at the Security Desk at Tom Davies Square before each Committee and City Council meeting. Journalists are asked to sign in, at which time they will be issued a numbered pass. Before leaving Tom Davies Square, passes must be returned to the Security desk, at which time the media will be asked to sign out.

All passes **MUST** be returned before departing the building. Failure to return the issued pass may result in future accreditation being withdrawn.

Accreditation pass must be worn at all times.

Accredited media and his/her media outlet is expected to abide by and respect City procedures, decorum and bylaws during City Council and Committee meetings as well as any internal security checkpoints.

All staff is to be treated with courtesy and respect.

Any questions or concerns should be raised to your Media Relations representative.

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Request Form

[Media Accreditation Request Online Form](#)

Further Information

Approval of Accreditation

The City of Greater Sudbury reserves the right to approve or deny any accreditation requests. Completing the online registration form does not guarantee you an accreditation pass for the Committee and City Council meetings. We will notify you regarding the status your application upon completion of the review process.

Confirmation

When your completed application has been processed and accepted, you will receive confirmation of your accreditation via the email you provided. If you have any questions please direct them to the Corporate Communications department.

Requests received require three business days for processing.

For alternative versions of the accreditation request form, please contact Corporate Communications.

Contact:

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