

## **POLICY 138 ELECTRONIC MEETINGS OF THE BOARD**

### ELECTRONIC BOARD MEETINGS

The Board of Education of School District No. 83 (North Okanagan-Shuswap) recognizes there may be circumstances where it is practical or necessary to hold its open meeting through electronic means. Section 67(6) of the *School Act* enables a board to “allow trustees to participate in or attend a meeting of the board by telephone or other means of communication if all trustees and other persons participating in or attending the meeting are able to communicate with each other.”

Therefore, at the call of the Chairperson, open board meetings may be held through electronic means providing that:

1. trustees who attend the board meeting through electronic means are counted for the purposes of establishing quorum;
2. time is made available for the public to submit questions;
3. the board’s Secretary Treasurer (or designate) is present at the time a decision is made by the board; and
4. all decisions of the board are captured through the recording of meeting minutes.

Board meetings will not be unduly postponed due to technical issues.

### LIVESTREAMING OF MEETINGS OF THE BOARD

In an effort to promote transparency by providing convenient public access and a means to participate in the board’s decision-making processes electronically, open meetings of the Board of Education of School District No. 83 (North Okanagan-Shuswap) may be publicly broadcast.

Public meetings that may be broadcast include:

1. Regular Board of Education meetings
2. Committee of the Whole meetings
3. Public Budget Presentation meetings
4. Special Board of Education meetings, as required

Meetings that are closed to the public will not be broadcast.

Meetings that are being publicly broadcast will be accessible to the public via a link provided on the district's webpage. Best efforts will be made to prevent unauthorized recordings of livestreamed meetings.

#### DIGITAL RECORDINGS OF MEETINGS OF THE BOARD

Open meetings of the Board of Education of School District No. 83 (North Okanagan-Shuswap) may be audio-visually recorded. It is noted that there is no legal requirement for the Board to record its meetings and/or make the recordings available to the public.

In-Camera meetings will not be recorded.

The Board adheres to the *Freedom of Information and Protection of Privacy Act of BC*. The purpose of this Act is to govern the collection, use and disclosure of information by public bodies.

Should the Board choose to audio-visually record its meeting, the following guiding principles shall apply:

1. the written minutes shall be the official record of the meeting (*Section 72(1), BC School Act*);
2. the digital recording of a meeting will be promptly accessible to the public on the district website for the period of five (5) calendar years;
3. meeting participants and presenters will be advised prior to the meeting that the meeting will be recorded and that the digital recording will be shared publicly and archived by the Board for a period of five (5) years;
4. signage will be posted to ensure that attendees or participating members of the public are aware that the meeting is being recorded and will be shared publicly and archived by the Board;
5. best efforts will be made to advise the public of expectations regarding downloading, copying and sharing of digital recordings.