

## 1 Purpose

- 1.1 The Squamish-Lillooet Regional District (SLRD) is committed to the principles of openness, transparency, accountability and accessibility.

This policy establishes guidelines and procedures for:

- The conduct of Electronic Meetings;
- Electronic Participation of Members and Authorized Meeting Participants;  
and
- The webcasting and recording of Electronic Meetings.

This policy is established in accordance with applicable provisions of the *Local Government Act*, the *Regional District Electronic Meetings Regulation BC Reg. 271/2005*, and the Procedure Bylaw, and is intended to support compliance with those authorities.

In the event of inconsistency between this policy and the Procedure Bylaw, or applicable legislation, the Procedure Bylaw and applicable legislation shall prevail.

## 2 Definitions

- 2.1 In this Electronic Meetings Policy:

- (a) **“Authorized Meeting Participant”** means any person, other than a Member, authorized to attend or participate in an Electronic Meeting including but not limited to staff, contractors, consultants, delegations, invited presenters or other persons permitted by the Chair in accordance with the Procedure Bylaw.
- (b) **“Electronic Meeting”** means a meeting which is conducted by means of electronic or other communication facilities including but not limited to video conference, audio conference or telephone.
- (c) **“Electronic Meeting Platform”** means the electronic or other communication facilities used to conduct an Electronic Meeting and facilitate Electronic Participation, and Webcasting and Recording.

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| Policy Name: Electronic Meetings                               | Policy No: 53-2026                                                                                  |
| Date of Approval: July 23, 2026                                | Dates of Amendment:                                                                                 |
| Policies Superseded: <i>Electronic Meetings Policy 30-2021</i> | Related Enactments: <i>Regional District Electronic Meetings Regulation Reg 271/2005 as amended</i> |

- (d) **“Electronic Participation”** or **“Participate Electronically”** means a Member or Authorized Meeting Participant’s attendance by means of electronic or other communication facilities including but not limited to video conference, audio conference or telephone.
- (e) **“Member”** means an elected or appointed Director or Alternate Director of the Regional District Board, or an appointee to a board, standing committee, select committee, commission or other body of the Regional District.
- (f) **“Meeting Host”** means the Corporate Officer, Recording Secretary, or their designate, responsible for conducting an Electronic Meeting.
- (g) **“Procedure Bylaw”** means the SLRD Procedure Bylaw, as amended.
- (h) **“Specified Place”** means the physical meeting location identified in the notice of an Electronic Meeting where the public can attend to hear, or watch and hear, the proceedings that are open to the public.

### 3 Policy Guidelines

- 3.1 Electronic Meetings and Electronic Participation are subject to the Procedure Bylaw, the applicable provisions of the *Local Government Act* and the requirements of the *Regional District Electronic Meetings Regulation* BC Reg. 271/2005, as amended.

Electronic Meetings and Electronic Participation may be limited or restricted based on the availability, feasibility, reliability and security of the Electronic Meeting Platform and supporting technology.

- 3.2 An Electronic Meeting, or portion thereof, that is open to the public will be webcast and recorded using the Electronic Meeting Platform to increase public access to open meetings in accordance with this policy and the Procedure Bylaw.
  - (a) An Electronic Meeting, or portion thereof, that is closed to the public pursuant to Section 90 of the *Community Charter* shall not be webcast or recorded.
  - (b) Webcasting and recording may be limited or restricted by the availability, feasibility, reliability and security of the Electronic Meeting Platform and supporting technology.

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(c) Webcasting and recording of an Electronic Meeting is subject to:

- applicable provisions of the *Local Government Act* and the *Freedom of Information and Protection of Privacy Act*;
- SLRD Freedom of Information and the Protection of Privacy Bylaw, as amended;
- SLRD Records Management Bylaw, as amended;
- SLRD Code of Conduct Bylaw, as amended; and
- SLRD Privacy Policy, as amended.

#### 4 Policy Procedures

4.1 Procedures for an Electronic Meeting shall be as follows:

- (a) The Meeting Host shall ensure that the Electronic Meeting Platform is operational and reasonably capable of supporting:
- participation by Members;
  - participation by Authorized Meeting Participants; and
  - public access to open proceedings, as applicable.
- (b) Public notice of the Electronic Meeting shall be provided in accordance with the Procedure Bylaw and shall include instructions for public access.
- (c) The Meeting Host shall provide Members and Authorized Meeting Participants with access to the Electronic Meeting through a private link. Members and Authorized Meeting Participants must not share the meeting link with an unauthorized person.
- (d) Members and Authorized Meeting Participants shall enter the Electronic Meeting through a virtual waiting room managed by the Meeting Host and must identify themselves by full name for security and verification purposes.
- (e) Prior to the commencement of the Electronic Meeting the Meeting Host shall conduct a technical check, including audio and video connectivity, and confirm attendance of Members and Authorized Meeting Participants.

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(f) Upon the commencement of the Electronic Meeting, the Chair shall state:

*“This meeting is being webcast and recorded for on-demand viewing in accordance with the SLRD’s Electronic Meetings policy.”*

(g) The Chair shall maintain order and decorum in accordance with the Procedure Bylaw and may direct the Meeting Host to manage audio, video, or other Electronic Meeting Platform functions as necessary.

(h) In the event of technical difficulties that prevent the Electronic Meeting from being conducted in accordance with the Procedure Bylaw and applicable legislation, the Chair shall proceed in accordance with the Electronic Meeting Technical Difficulty Protocol set out in “Schedule A”.

4.2 Procedures for Electronic Participation shall be as follows:

(a) Members and Authorized Meeting Participants are responsible for ensuring they have reliable and secure access to the Electronic Meeting Platform and supporting technology to enable effective Electronic Participation. Where technical difficulties arise, they shall contact the Meeting Host and/or the Chief Administrative Officer for assistance.

(b) Members and Authorized Meeting Participants attending the Electronic Meeting, or portion thereof, that is closed to the public, shall ensure that the meeting cannot be viewed, heard or otherwise accessed by another person.

(c) Members shall notify the Meeting Host when leaving and returning to the Electronic Meeting so their absence and return can be recorded in the meeting minutes in accordance with the Procedure Bylaw.

(d) Members and Authorized Meeting Participants may participate using an audio only connection or may disable their video where circumstances warrant. In such cases, they will not be visible on the webcast or recording but will remain audible when speaking. Members must be visible to the Chair at the time a vote is taken unless the Chair is otherwise satisfied as to the Member’s identity.

(e) Members and Authorized Meeting Participants shall mute their audio when not speaking. The Meeting Host may also mute the audio of Members and Authorized Meeting Participants, who may unmute themselves when required.

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- (f) Members will identify themselves to the Chair when they wish to be placed on the speaker's list by using the raise hand function of the Electronic Meeting Platform. Where this function is not available to the Member, they will verbally identify themselves to the Chair.
- (g) Members who declare a conflict of interest in respect of an agenda item shall be placed in the virtual waiting room of the Electronic Meeting Platform, managed by the Meeting Host, while the agenda item is considered. Once consideration of the agenda item is finished, the Meeting Host will re-admit the Member to the Electronic Meeting.
- (h) Electronic Meeting voting will be conducted in accordance with the Procedure Bylaw.
- (i) In the event of technical difficulties that prevent Electronic Participation from occurring in accordance with the Procedure Bylaw and applicable legislation, the Chair will proceed in accordance with the Electronic Meeting Technical Difficulty Protocol set out in "Schedule A".

4.3 Procedures for Electronic Meeting webcasting and recording shall be as follows:

- (a) Notice that the Electronic Meeting will be webcast and recorded for on-demand viewing will be provided through the public notice, signage at the Specified Place (if a Specified Place is required in accordance with the Procedure Bylaw), and a statement on the SLRD website.
- (b) The Meeting Host is responsible for initiating, monitoring, and terminating the webcast and recording of the Electronic Meeting in accordance with this policy and the Procedure Bylaw.
- (c) The Chair has the discretion and authority to direct the temporary interruption or termination of the webcast and/or recording of the Electronic Meeting in exceptional circumstances, including where necessary to maintain order and safety, address technical difficulties, or to protect confidentiality or personal privacy. Any such interruption or termination should be limited to the minimum duration necessary.
- (d) The SLRD reserves the right to remove content from the Electronic Meeting recording prior to posting on the SLRD Website where, in the opinion of the Chief Administrative Officer or the Chair, the content reasonably appears to:

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- include an offensive gesture, expression, or sign;
  - be false or misleading and capable of damaging the reputation of an individual or organization;
  - infringe copyright;
  - be defamatory;
  - constitute discrimination on grounds protected under the *BC Human Rights Code*;
  - promote hatred toward a person or group and is likely to offend, insult, humiliate or intimidate;
  - breach the privacy of an individual or result in the unauthorized disclosure of personal information; or
  - disclose confidential or privileged information.
- (e) Adopted meeting minutes, as recorded and approved in accordance with the Procedure Bylaw, constitute the official record of the Electronic Meeting.
- (f) In the event of technical difficulties that prevent webcasting or recording of the Electronic Meeting from being conducted in accordance with the Procedure Bylaw and applicable legislation, the Chair shall proceed in accordance with the Electronic Meeting Technical Difficulty Protocol set out in “Schedule A”.

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## **“Schedule A”**

### **Electronic Meeting Technical Difficulty Protocol**

Schedule A establishes the protocol to be followed by the Chair, in consultation with the Meeting Host, to address technical difficulties arising during an Electronic Meeting in support of compliance with the Procedure Bylaw and applicable legislation.

### **Legislated Requirements for an Electronic Meeting with a Specified Place**

An Electronic Meeting with a Specified Place may only proceed where:

- Members and Authorized Meeting Participants can hear, or watch and hear, each other;
- quorum is present;
- the public can hear, or watch and hear, the open meeting proceedings at the Specified Place; and
- the meeting proceeds in accordance with the conditions stated in the public notice, including the date, time, how the meeting will be conducted, and the Specified Place.

Electronic Meetings that *require* a Specified Place:

- Regional District Board Meetings; and
- Regional Hospital District Board Meetings.

### **Legislated Requirements for an Electronic Meeting without a Specified Place**

An Electronic Meeting without a Specified Place may only proceed where:

- Members and Authorized Meeting Participants can hear, or watch and hear, each other;
- quorum is present;
- the public can hear, or watch and hear, the open meeting proceedings; and
- the meeting proceeds in accordance with the conditions stated in the public notice, including the date, time, and how the meeting will be conducted.

Electronic Meetings that *do not require* a Specified Place:

- Standing Committee Meetings; and
- Select Committee Meetings.

Per the Procedure Bylaw and applicable legislation, Standing and Select Committee Meetings *do not require* a Specified Place; however, if desired by the Chair, the public notice for any such meeting may state a Specified Place and the legislated requirements for an Electronic Meeting with a Specific Place shall be in effect.

## **Application of Schedule A**

Schedule A applies to technical difficulties affecting:

- electronic participation;
- quorum;
- public access to open meeting proceedings; and
- webcasting and recording of open meeting proceedings.

The Chair, in consultation with the Meeting Host, shall determine whether a technical difficulty prevents compliance with the legislated requirements for an electronic meeting. Technical difficulties may not be limited to those described in this Schedule.

In applying this Schedule, the Chair shall:

- ensure compliance with the Procedure Bylaw and applicable legislation;
- consider whether technical difficulties can be reasonably resolved within a short period of time; and
- have regard to procedural fairness and the ability of Members and Authorized Meeting Participants to meaningfully participate in the meeting.

Where any legislated requirement for an electronic meeting cannot be met or a technical difficulty affecting a legislated requirement cannot be reasonably resolved within a short period of time, the Chair shall recess or adjourn the Electronic Meeting in accordance with the Procedure Bylaw.



**Table 1:  
Technical Difficulty Affecting a Legislated Requirement for an Electronic Meeting**

| <b>Technical Difficulty</b>                                                                                                                                                                                                                                                                                              | <b>Meeting Type (with or without a Specified Place)</b> | <b>Protocol</b>                                                                                                                                                                                                                                                                              | <b>Can the Electronic Meeting proceed?</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| <b>Inability of Member(s) to Participate Affecting Quorum:</b><br>Where one or more Members are unable to participate, resulting in quorum not being established or quorum being lost.                                                                                                                                   | Both                                                    | The Chair shall: <ul style="list-style-type: none"> <li>• proceed in accordance with the Procedure Bylaw respecting quorum;</li> <li>• recess the meeting to allow the Meeting Host to restore participation; and</li> <li>• adjourn the meeting where quorum cannot be restored.</li> </ul> | No                                         |
| <b>Electronic Meeting Platform Functionality is Impaired Affecting Meeting Participants Ability to Hear or See Each Other:</b> An Electronic Meeting Platform functionality impairment resulting in Meeting Participants (Members and/or Authorized Meeting Participants) unable to hear, or watch and hear, each other. | Both                                                    | The Chair shall: <ul style="list-style-type: none"> <li>• recess the meeting to allow the Meeting Host to restore functionality; and</li> <li>• adjourn the meeting where functionality cannot be restored.</li> </ul>                                                                       | No                                         |
| <b>Public Access is Impaired at the Specified Place:</b><br>A public access impairment resulting in the public unable to hear, or watch and hear, the open proceedings at the Specified Place.                                                                                                                           | Electronic Meeting with a Specified Place only          | The Chair shall: <ul style="list-style-type: none"> <li>• recess the meeting to allow the Meeting Host to restore public access; and</li> <li>• adjourn the meeting where public access cannot be restored.</li> </ul>                                                                       | No                                         |
| <b>Public Access is Impaired When There is No Specified Place:</b><br>A webcasting functionality impairment resulting in the public not able to hear, or watch and hear, the meeting.                                                                                                                                    | Electronic Meeting without a Specified Place only       | The Chair shall: <ul style="list-style-type: none"> <li>• recess the meeting to allow the Meeting Host to restore public access via webcasting; and</li> <li>• adjourn the meeting where public access via webcasting cannot be restored.</li> </ul>                                         | No                                         |

**Table 2:  
Other Technical Difficulty Not Affecting a Legislated Requirement for an Electronic Meeting**

| <b>Other Technical Difficulty</b>                                                                                                                                                                                       | <b>Meeting Type (with or without a Specified Place)</b> | <b>Protocol</b>                                                                                                                                                                                                                                                                                                                           | <b>Can the Electronic Meeting proceed?</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| <b>Inability to Participate but Legislated Requirements Maintained:</b> Where one or more Members or Authorized Meeting Participants are unable to participate, but all legislated meeting requirements are maintained. | Both                                                    | The Chair may: <ul style="list-style-type: none"> <li>• continue the meeting;</li> <li>• recess the meeting to allow the Meeting Host to restore participation; or</li> <li>• defer consideration of an agenda item where the attendance of a Member or Authorized Meeting Participant is considered necessary or appropriate.</li> </ul> | Yes, at the discretion of the Chair        |
| <b>Webcasting Functionality Impaired but Public Access at the Specified Place Maintained:</b> Webcasting functionality impairment but public access to open proceedings at the Specified Place is maintained.           | Electronic Meeting with a Specified Place only          | The Chair may: <ul style="list-style-type: none"> <li>• recess the meeting to allow the Meeting host to restore webcasting; or</li> <li>• continue the meeting*.</li> </ul> <i>recording of the open proceedings may be posted to the SLRD website for on-demand viewing.</i>                                                             | Yes                                        |
| <b>Recording Functionality Impaired:</b> A recording functionality impairment.                                                                                                                                          | Both                                                    | The Chair may: <ul style="list-style-type: none"> <li>• recess the meeting to allow the Meeting Host to restore meeting recording; or</li> <li>• continue the meeting.</li> </ul>                                                                                                                                                         | Yes                                        |