



## Policies & Procedures Manual

### Policy No. 30-2021 (BP – Electronic Meetings)

#### Electronic Meetings Policy

Date	Version #
October 18, 2021	1

In this policy:

- Chair includes a presiding Chair;
- Directors includes Committee members; and
- Corporate Officer includes the deputy or designate of the Corporate Officer.

The virtual meeting software application (the “Application”) is a remote, virtual, electronic meeting platform. The Application also has a phone-in option for those Directors wishing to attend in this way.

Directors and authorized meeting participants will be provided with meeting login credentials, consisting of separate, unique meeting IDs and meeting passwords for the Closed portion and Open portion of each meeting. The meeting login credentials will not be shared with or forwarded to anyone and will be kept private and confidential. Directors and authorized meeting participants will enter the virtual waiting room prior to being admitted to the virtual meeting room by the Corporate Officer. This will serve as a security measure and will allow the Corporate Officer to screen meeting participants and confirm their identity prior to being admitted to the virtual meeting room.

The Chair will virtually chair the meeting, with such technical assistance from the Corporate Officer as may be required.

The Chair will conduct a roll-call immediately before the meeting is called to order so as to confirm that each Director’s microphone is working and to ensure there are no other technical complications with each Director’s use of the Application.

Directors may turn off the video feed and use only the audio feed if circumstances warrant this, recognizing that they will not be visible on the livestream or recording of the meeting but will be heard when they speak.

#### Statement

At the beginning of a Board or Committee meeting (the “Meeting”), the following statement will be read by the Chair:

*This Board [or Committee] meeting is being livestreamed and recorded. Any comments made during this meeting will form part of the public record. Public viewing of the meeting is also available in the [SLRD Boardroom in Pemberton] or [other location].*

*This Meeting is being held virtually, with some or all Meeting participants attending via electronic or other communication facilities.*

- a. *Directors will be involved in, and participate in, the Meeting.*
- b. *For the Closed portion of the Meeting, Directors will confirm that they are alone and that the Meeting can only be heard and seen by them. If possible, Directors will wear headphones for the Closed portion of the Meeting.*
- c. *Directors will identify themselves when advising the Chair that they wish to be placed on the speaker's list and this will be done by raising their hands. The Chair will record the order in which the hands are raised and will allow the Directors to speak in the order in which they are recorded. If Directors are unable to raise their hands due to being in audio mode, they will verbally advise the Chair of their intention to speak.*
- d. *Directors will mute their device unless they wish to speak. The Chair or the Corporate Officer may also mute the microphones, and the Directors may unmute the microphones on their own accord, when required.*
- e. *With respect to a vote, Directors are only required to state a nay vote (i.e. Directors are not required to voice a yea vote).*
- f. *Directors attending the Meeting are required to verbally advise the Chair or the Corporate Officer if they leave the Meeting and when they return to the Meeting (so that this can be recorded in the minutes of the Meeting). For clarity, if a Director does not verbally advise the Chair or the Corporate Officer but is observed by the Corporate Officer to be absent from their video feed and their video feed remains turned on, and it is unclear to the Corporate Officer whether they are present in the Meeting, the Director will be marked absent from the Meeting until such time as the Corporate Officer observes that the Director has re-appeared in the video feed.*
- g. *Directors will text-message the Chief Administrative Officer ("CAO") if they have a technical difficulty with their connection and need to be reconnected to the Meeting. If Directors are unable to text the CAO, the Directors will email the CAO or the Chair.*
- h. *If a technical difficulty occurs resulting in the Meeting not being projected on the wall display in the SLRD Boardroom, the Meeting will be recessed until the projection is re-established.*
- i. *If a technical difficulty occurs and it becomes apparent that a Director has become disconnected from the Meeting and the Meeting's quorum is not maintained, the Meeting will be recessed until the Director returns to the Meeting.*

Approving Authority: <i>Board</i>	Page 2 of 3
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Date of Approval: <i>October 18, 2021</i>	Dates of Amendment: <i>N/A</i>
Policies Superseded: <i>Electronic Meetings Policy No. 1.12 and Virtual Meetings Policy No. 19-2020</i>	Related Enactments: <i>Regional District Electronic Meetings Regulation BC Reg 271/2005 as amended</i>

- j. Directors who are attending electronically and declare a conflict of interest in respect of an agenda item will be placed in the virtual waiting room by the Corporate Officer while the Board considers the agenda item. Once consideration of such agenda item is finished, the Corporate Officer will re-admit the Director into the virtual meeting room.*
- k. Directors who are present within the virtual waiting room are asked to stay at their computer or otherwise remain present and connected to their computer if possible for the entire duration of their time in the virtual waiting room so as not to miss their re-admittance into the virtual meeting room.*

Approving Authority: <i>Board</i>	Page 3 of 3
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