

Salt Spring Island Fire Protection District

POLICY MANUAL

Section	Administration
Policy Number	
Policy Title	Electronic Meetings.

POLICY OBJECTIVE

The purpose of this policy is to set clear directions for how electronic meetings are to be conducted.

DEFINITIONS

“*Administrator*” means the officer position as established in the *District’s “Officer Positions Establishment Bylaw No.85”*;

“*Board of Trustees*” means the Board of Trustees of the Salt Spring Island Fire Protection District;

“*District*” means the Salt Spring Island Fire Protection District;

“*Town Hall Meeting*” means the informal session usually held before regular meetings of the *Board of Trustees* where members of the public have an opportunity to express concerns that relate to the Fire Service and direct questions to *trustees*;

“*Trustee*” means a duly elected member of the *Board of Trustees* of the Salt Spring Island Fire Protection District;

SCOPE OF POLICY

This policy applies to the: *Town Hall Meetings*; Regular Meetings of the *Board of Trustees*; and Special Meetings of the *Board of Trustees*.

STATEMENT OF POLICY

1) Electronic Meetings

- a) A special meeting of the *Board of Trustees* to deal with urgent new business may be conducted entirely by means of audio or audio and visual electronic communication facilities if a majority of the *Board of Trustees* have agreed by resolution that the meeting may be conducted in this way and provided the *Administrator* has received sufficient notice and can make the necessary arrangements.
- b) An individual trustee who is not at the physical location of a *Town Hall*, regular or special meeting of the *Board of Trustees* may choose to participate by means of audio or audio and visual electronic communications facilities, provided the *Administrator* has received enough notice and can make the necessary arrangements.
- c) At *Town Hall* and regular meetings, no more than one trustee may participate by means of electronic communications facilities and if more than one trustee wishes to do so, the first trustee to notify the *Administrator* will be eligible to participate through electronic communications facilities.
- d) The Chair or Acting Chair at a regular meeting must be present at the physical location of the meeting of the *Board of Trustees*.
- e) The *Board of Trustees* may waive the restrictions in section 1 (c) by unanimous resolution.
- f) Trustees who use electronic communication facilities to participate in a meeting conducted in accordance with Bylaw No. 119, Meetings Procedures Bylaw 112, are deemed present at the meeting.
- g) A trustee may begin participation in a meeting by electronic communication facilities after the meeting has been called to order.
- h) Where a trustee is participating in a meeting through electronic communication facilities, the facilities must enable the public to hear, or watch and hear, all meeting participants at a place specified in the meeting notice, unless the meeting has been properly closed to the public.
- i) For the duration of an electronic meeting that is open to the public, the *Administrator* or designated staff member must attend at the place specified in the meeting notice for the public to hear, or watch and hear, the participants.

Cell phone or satellite connections may be used for open *Town Hall*, regular or special meetings of the *Board of Trustees*.

If communication is lost to one or more electronic participants during a meeting:

- a) The trustee affected will attempt to reestablish the link and, in the interim, will be deemed to have left the meeting and this will be recorded in the minutes.
- b) If there is not a quorum, the Board Chair or Acting Chair will call a recess until the link is reestablished.
- c) If, after 15 minutes a link cannot be reestablished and there is not a quorum of trustees, the meeting will be deemed adjourned and the item under discussion at the time of loss of communication will be added to the next agenda.

The costs of electronic participation in a *Board of Trustee* meeting will be paid by the *District* if the trustee is participating from a location within Canada or has received the approval of the *Board of Trustees*.

BOARD OF TRUSTEES' DISCRETION

The provisions set out in this policy are subject to revision from time to time at the discretion of the *Board of Trustees*.

CROSS REFERENCES

Salt Spring Island Fire Protection District, *Officer Positions Establishment Bylaw No.85*
 Salt Spring Island Fire Protection District *Meetings Procedures Bylaw No 119*

APPROVALS

Approval date:	Approved by:
1. Amendment date:	Approved by:
2. Amendment date:	Approved by:
3. Amendment date:	Approved by: