



The Board of Education of School District No. 83 (North Okanagan-Shuswap)

BRIEFING NOTE

TO: Board of Education **DATE:** November 18, 2020

FROM: Alanna Cameron – Secretary Treasurer

RE: Recording and Live Streaming of Board Meetings

Purpose

At the Board's October 9, 2020 Committee of the Whole meeting, staff were asked to prepare a summary of considerations, including possible advantages and/or disadvantages, related to recording and/or live streaming Board meetings.

Background

In support of viewer convenience and the reduction in greenhouse gas emissions, the Board expressed an interest to consider the feasibility of live streaming Board meetings (*Motion #015/2020, carried January 21, 2020*). Shortly thereafter, this initiative was “fast-tracked” with the onset of the COVID-19 pandemic. As soon as it was deemed to be unsafe to have members of the public attend meetings in person, the Board immediately opted for live streaming its meetings in order to continue to comply with the *School Act* requirement to enable the public to attend public meetings of the Board.

The Board is now working on a policy that details the parameters around recording and/or live streaming of its public meetings.

Considerations

1. Live Streaming Meetings via Teams:

- Live streamed meetings are broadcast in near real time, and the Board has the option to allow remote viewers to participate in the meeting.
- If the video of the meeting’s speakers and attendees is live streamed, it replaces the agenda that is normally displayed on the screen at an in-person meeting. Attendees and remote viewers must refer to the agenda via other means.
- If only the audio of the meeting’s speakers is live streamed, the agenda could be shown on the screen as per normal practice at an in-person meeting.
- Recent upgrades to schools’ bandwidth ensures that single live stream meetings off-site are possible in most cases, however live streaming equipment would need to be transported and set up which increases



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potential of hardware failure, and service technicians who do this work are only available until 4pm on weekdays. Additionally, power outages at other sites may cause disruptions. The DESC is the only site that has back-up power and is setup to handle limited hardware failures.

- It is recommended that in all cases, viewers be forewarned that in the event of technical issues, meetings may not be successfully live streamed.
- *Estimated costs for live streamed meetings of the Board are as follows

Item	Comments	Price
Owl – 360 degree camera	Audio and visual recording of meeting	\$1,500
Speaker and cable	Audio recording of meeting	\$350
Long USB cable	To attach to laptop so camera can be in middle of room	\$50
Laptop	To run camera and Live Event	\$1,163
Laptop	To run power point, agenda, and/or other material *Could use SLT laptop	\$1,163
Laptop	To take notes on. Currently being signed out from DRC - taking away from Staff usage	\$1,163
Extra person 4 hrs min call out (per meeting)	To run the technology and allow Sharon to take notes, etc. If there are tech issues, Sharon will not be able to do both.	(Assuming they have already worked a full shift that day) Tech - \$234.57 Sec I/C \$196.56 \$192.50 Sec II \$169.33 \$161.77 Sec I \$154.84



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2. Camcorder Recorded Meetings:

- Camcorder recorded meetings shared immediately after the meeting don't allow remote viewers to participate in the meeting.
- A camera operator (to zoom in and out on speakers/agenda/presentation and initiate record etc.) is required. The camera may not be able to capture the entire room at once; the angle of lens has to be considered and wider lensed cameras are typically more expensive.
- Extra staff time is required to convert camera feed to digital format, upload the digital file, create a share, and post to the website.
- Bandwidth and/or network issues are not limiting factors, and as long as the camera recorder battery is fully charged, a lack of power is not an issue (however a lack of lighting may still cause disruptions).
- *Estimated costs for camcorder recorded meetings of the Board are as follows:

Item	Comments	Price
Camcorder	Wider the lens the more cost.	\$2,300
Stand		\$100
Extra Person	To run the camcorder	student

***NOTE:** It is recommended that the Board purchase second backup devices (like the Owl, speaker, USB cable, Camcorder, etc) and have them on hand in the event the main device fails.

3. Recording Meetings - Protection of Privacy:

- BCSTA legal counsel has advised that:

*"The Board should be very cautious about recording their meetings due to the privacy issues that arise from recording meetings. There is no legal requirement for the Board to record its meetings and/or make the recordings available online. The official record of a board meeting is contained in the minutes which the **School Act** requires each board to prepare and retain. It is important to think carefully about the privacy issues related to recording meetings and/or posting the recording online. Some of the privacy principles based on the **Freedom of Information and Protection of Privacy Act** that are relevant to this issue include the need to:*



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- *identify the purposes for the collection of personal information prior to or during collection*
- *limit collection of personal information to what is necessary for the identified purposes*
- *limit the use, disclosure and retention of personal information to the purposes intended and only for the period of time required to fulfill the intended purposes”*
- The purpose for which meetings are being recorded must be clearly identified.
- An audio recording may enable the Board to fulfill its declared purpose of recording a meeting while minimizing the collection of personal information. A video recording is more invasive to privacy than an audio recording as it records much more personal information about the attendees than just the voices of those who speak during the meeting.
- Should the Board wish to record its meetings, District Policy must include:
 - The circumstances in which the Board intends to record meetings
 - The purpose for recording the meetings
 - Ways that attendees and/or members of the public can minimize having their personal information recorded (e.g. if it is an in-person meeting, is there a place in the audience where someone can sit and not be captured on video?)
 - Detail on how long the recording will be retained, for what purpose, and disclosure of who will have access
- Once the minutes of the meetings are finalized by adoption, the recording of the meeting should be destroyed, mitigating the risk of assertions that may later arise that the official minutes and the video are not aligned. Prior to the destruction of the recording, members of the public could make requests under the Freedom of Information and Protection of Privacy Act for access to the recording.

Recommendation

For information only.

Respectfully submitted,

Alanna Cameron

Alanna Cameron
Secretary Treasurer