



VIRTUAL MEETING POLICY

Policy Type:	Governance	Initially Approved:	10/27/2025
Policy Sponsor:	Executive Director	Last Revised:	10/27/2025
Primary Contact:	Executive Director	Review Scheduled:	10/2026
Approver:	Chief and Council BCM WFN 25/26-10-190		

1. Purpose

The purpose of this policy is to provide clear guidance for conducting virtual and hybrid meetings of Wahnapitae First Nation (WFN). This policy ensures meetings held through digital platforms are secure, accessible, respectful, and consistent with WFN practices.

2. Scope

This policy applies to all WFN meetings held virtually (fully virtual or hybrid). It applies to both internal meetings and public sessions, where appropriate.

3. Definitions

Artificial Intelligence (AI) Notes

An AI-powered application or service that records, transcribes, summarizes, or analyzes virtual meeting content.

Host

The designated person responsible for managing the technical aspects of the virtual meeting.

Hybrid Meeting

A meeting with both in-person and virtual participants.

In-Camera

A closed portion of a meeting attended only by authorized persons.

Virtual Meeting

A meeting conducted using an online platform (e.g., Zoom, MS Teams, or other approved software).

4. Platforms and Technology

- a) WFN will maintain a list of approved virtual meeting platforms that provide appropriate security, privacy, and accessibility features.
- b) Meetings shall be password-protected and use waiting rooms or equivalent security features where possible.
- c) Backup options (telephone dial-in, alternate platform) shall be provided where feasible.
- d) The Chair or organizer of the meeting shall ensure that all technical requirements are prepared before each meeting.

5. Notice and Agendas

- a) Notice of a virtual meeting shall be provided in a timely manner.
- b) Meeting agendas and supporting documents shall be distributed electronically at least four (4) days in advance, when required
- c) Members shall receive joining instructions, technical guidance, and contact information for assistance.

6. Participation and Conduct

- a) Participants must identify themselves clearly by full name upon joining.
- b) All participants shall keep microphones muted unless speaking.
- c) All participants are expected to have their cameras turned on during virtual meetings to support transparency, engagement, and accountability. Exceptions may be made at the discretion of the Chair (e.g., for bandwidth limitations, technical difficulties, or accommodation requests).
- d) Respectful behaviour and confidentiality must be maintained at all times.
- e) The chat function, where enabled, is to be used for meeting-related communication only.

7. Voting

Voting may be conducted by roll-call, electronic poll, or show of hands as directed by the Chair. Votes conducted virtually hold the same authority as those held in-person.

8. Privacy, Recording, and Data Management

- a) Meetings may be recorded only with the approval of Chief and Council, Chair, or organizer of the meeting.
- b) Recordings shall be stored securely and accessed only by authorized persons.
- c) In-camera portions of meetings shall not be recorded unless specifically authorized.
- d) Personal information collected during virtual meetings shall be handled in compliance with WFN.

9. Use of AI

- a) Any participant who intends to use an AI note-taking tool during a virtual meeting must inform all participants at the start of the meeting. This notice must include the name of the AI tool being used and whether it will record, transcribe, or summarize the meeting.
- b) The meeting may only proceed with AI note-taking if all participants provide explicit consent. Participants who do not consent must have the option to leave the meeting or

request that the tool not be used.

c) Using AI to record or summarize meetings without informing participants is prohibited. Uploading confidential or sensitive WFN discussions into third-party AI services without authorization is not permitted.

10. Accessibility and Inclusion

a) WFN will make reasonable efforts to accommodate Members with limited internet access by providing dial-in options or alternate participation methods.

b) Accessibility features (e.g., captioning, interpretation) shall be provided where feasible and upon request.

11. Security

a) Meeting links and passwords shall not be shared publicly unless authorized by Chief and Council, Chair, or organizer of the meeting.

b) The Host shall admit only identified participants into the meeting.

c) The Host shall remove participants who disrupt or violate meeting rules.

12. Roles and Responsibilities

Participants: Follow meeting etiquette, respect confidentiality, and comply with this policy.

13. Review and Amendment

This policy shall be reviewed annually, or sooner if required.

Minor or administrative amendments to this policy that do not alter its intention or core criteria may be made with the approval of the Executive Director, without requiring formal review or approval by Chief and Council

14. Revision History

Date: (mm/dd/yyyy)	Motions