SOUTH SLAVE DIVISIONAL EDUCATION COUNCIL

# MINUTES OF COUNCIL MEETINGS
## POLICY BDDG

### PURPOSE

Meeting minutes are intended to capture the consensus and majority vote decisions of the Council. Transitory records used in the preparation of official minutes may be deleted or destroyed upon approval of the minutes in accordance with applicable records retention schedules and the Access to Information and Protection of Privacy Act. The minutes are typically approved at the next regular meeting of the Council and once approved, become public documents and will be shared upon request.

Minutes shall record motions, movers and seconders, voting outcomes and any declarations of conflict of interest. Minutes are not intended to be verbatim transcripts of debate.

### REGULATIONS

#### Recorder and Preparation of Minutes

- The administration shall ensure that a designated recorder is present at all South Slave Divisional Education Council meetings and is responsible for the preparation of the minutes.
- Minutes shall indicate whether quorum was present.
- Where the Council meets in camera, the minutes shall record only the fact that the Council moved in camera and the motion to rise and report, unless otherwise required by law.

#### Recordings and Transcription

- The proceedings of regular meetings may be audio recorded for the purpose of preparing accurate minutes. Any such recordings are transitory records and shall be deleted or destroyed once the written minutes are approved.
- Audio recordings and transcription tools may be used as administrative aids to support the accurate preparation of minutes. Human review and judgment shall be applied in the preparation of the official minutes. All recordings and draft transcripts shall be deleted or destroyed once the minutes are approved.
- Recordings and draft transcripts shall be stored securely and accessible only to authorized personnel until deleted or destroyed.
- Where transcription or AI-assisted tools are used, such tools must comply with Division-approved privacy and data security standards.

#### Distribution of Approved Minutes

The approved minutes of South Slave Divisional Education Council meetings shall be prepared by the administration and within one week of approval, distributed electronically to:

- Chairs of South Slave District Education Authorities
- Principals of South Slave schools
- Approved minutes shall be retained as permanent records in accordance with applicable legislation and records retention schedules.

Reference: Education Act, Education Act Regulations s. 5.

Date: February 1999
April 2003
January 2026