

<b>BOARD POLICY</b>	
<b>Adopted</b>	2001 (M01-0257)
<b>Revised:</b>	<i>October 2020 (M20-0134)</i>
<b>Review Date:</b>	October 2023

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## ELECTRONIC MEETINGS

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### 1. POLICY STATEMENT

WHEREAS,

- Ontario Regulation 463/97 requires that “every district school board shall develop and implement a policy providing for the use of electronic means for the holding of meetings of the board and meetings of a committee of the board;”
- electronic meetings of the Board and/or committees of the Board, as defined in the Board’s By-Laws, are recognized as being a legitimate means of the Board conducting its business;
- the provision of electronic means for participation in meetings of the Board is intended to allow for the participation of Board members in meetings where extenuating circumstances make it impossible for the Board member to physically attend;
- the Board recognizes the necessity of providing trustees with the ability to participate in all meetings arranged by the Board that require representative attendance and participation;
- electronic meetings of the Board are intended to provide for more efficient use of time and productive resources in circumstances where time and/or availability of trustees and/or staff make it a better means of conducting a Board or Committee meeting.

THEREFORE,

1. At the request of a Board member, in situations where it is not possible for the member to attend a regularly scheduled or special meeting of the Board or Committee of the Board, as defined in the Board’s By-Laws, the Board shall provide electronic means for participation in the meeting of the Board or its Committee(s).
2. As required by Article 5 (1) of Ontario Regulation 463/97, the following persons must be present in the Board meeting room for any meeting of the Board or Committee of the Whole:
  - The Chair of the Board or Vice-Chair of the Board
  - At least one additional member of the Board
  - The Director of Education or his/her designate
3. The Chair of the Board, the Vice Chair, or a Board Committee Chair, or their designate, may participate electronically and preside over the meeting when the situation warrants, such as, but not limited to, inclement weather and health-related issues, etc. as per Section 5.1(1) of the Education Act.
4. As required by Article 5 (2) of Ontario Regulation 463/97, the following persons must be physically present in a Committee meeting room for any meetings of the Board’s Committee’s (except for Committee of the Whole):
  - The Chair of the Committee or his/her designate
  - The Director of Education or his/her designate

5. A Board member who participates in a meeting by electronic means is considered to be present at the meeting and will be recorded as being in attendance in the minutes.
6. Given that the member must be able to be heard and hear all other participants in the meeting, audio-teleconferencing will be the electronic means used.
7. If it is not possible for the required persons (as indicated in Article 5 (1) or (2) of Ontario Reg. 463/97) to be physically present at the meeting, the request for an electronic meeting shall be refused.
8. Electronic means will be provided in the Boardroom at the Board's corporate headquarters only to allow public participation where appropriate, and to enable the public to hear all of the debate during public session.
9. All provisions in the legislation with regard to in-camera meetings and conflict of interest will apply for electronic meetings of the Board or Committees.