

BOARD POLICY 25 BOARD OPERATIONS	
Adopted/Original Date of Issue	Aug 29, 2023
<input type="checkbox"/> Last Reviewed <input type="checkbox"/> Revised	
Chair of Policy Committee at last review	David Kaiser
Next Review Date	2028

POLICY 25:

ELECTRONIC MEETINGS AND MEETING ATTENDANCE

BACKGROUND

Every board must have a policy providing for the use of electronic means for the holding of meetings of a board and meetings of a committee of a board, including a committee of the whole board. This policy is in accordance with regulation and policies established and guidelines issued by the Minister.

1. ATTENDANCE

- 1.1. A member of a board who participates in a meeting through electronic means in accordance with this policy shall be deemed to be present at the meeting.

2. DUTY TO PROVIDE ELECTRONIC ACCESS TO MEETING:

- 2.1. At the request of any board member or student trustee, the board shall provide the member or student trustee with electronic means for participating in one or more meetings of the board or of a committee of the board, including a committee of the whole board.
- 2.2. The electronic means shall permit the board member or student trustee to hear and be heard by all other participants in the meeting.
- 2.3. The electronic means shall be provided in such a way that the rules governing conflict of interest of members are complied with. O. Reg. 268/06, s. 1 (1, 2).
- 2.4. Student trustees who are participating through electronic means do not participate in any proceedings that are closed to the public under clause 207 (2)

(b) of the Act. O. Reg. 268/06, s. 1 (3).

- 2.5. Appropriate processes must be in place to ensure the security and confidentiality of proceedings that are closed to the public in accordance with the Act. O. Reg. 293/18, s. 1.
- 2.6. The board shall provide members of the public with electronic means to hear meeting proceedings
- 2.7. The board shall provide delegations to the board meeting with electronic means to hear and be heard by all other participants in the meeting. Delegations shall not participate in any proceedings that are closed to the public.
- 2.8. The board may refuse to provide a member with electronic means of participation in a meeting of the board, a meeting of a committee of the whole board or a meeting of any other committee of the board, when necessary to ensure compliance with in-person requirements.

3. IN PERSON REQUIREMENTS:

- 3.1. At every Meeting of the Board, Committee of the Whole, Finance and Resources, Program and Student Achievement, and Equity and Inclusion, (herein, “regular Meeting of Board”) the following persons shall be physically present in the meeting room of the board:
 - a) The chair of the board or committee chair (or his or her designate).
 - b) At least one additional member of the board.
 - c) The director of education of the board (or his or her designate).
- 3.2. A member of a board shall be physically present in the meeting room of the board for at least three (3) regular Meetings of the Board during each 12-month period. (O. Reg. 416/21, s. 1 (1).)
- 3.3. If a member of a board is elected or appointed to fill a vacancy, the member shall be physically present in the meeting room of the board for at least one regular meeting of the board for each period of four full calendar months that occurs during the period beginning on the day the member is elected or appointed and ending the following November 14 (end of term).
 - 3.3.1. The above requirements do not apply during a period if all schools of the board are closed for a total of two or more months, or 60 days, during that period pursuant to an order made by:
 - a) the Minister under section 5 (1) of the Act;
 - b) a medical officer of health or the Chief Medical Officer of Health under section 22 or 77.1 of the *Health Protection and Promotion Act*;

- c) the Lieutenant Governor in Council under paragraph 5 of subsection 7.0.2 (4) of the *Emergency Management and Civil Protection Act*; or
- d) the Lieutenant Governor in Council under clause 4 (1) (a) of the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020*. O. Reg. 232/20, s. 3; O. Reg. 416/21, s. 1 (2).

4. ATTENDANCE OF CHAIR OR DESIGNATE:

- 4.1. The chair of the board or of a committee of the board (or his or her designate) may participate in a meeting of the board or of a committee of the board by electronic means if:
 - a) The distance from the chair or designates current residence to the meeting location is 200 kilometers or more.
 - b) Weather conditions do not allow the chair or designate to travel to the meeting location safely; or
 - c) The chair or designate cannot be physically present at a meeting due to health-related issues. O. Reg. 293/18, s. 3 (1).
- 4.2. Unless under exceptions provided for in 4.1, the chair or designate must be physically present for at least half of the meetings of the board for any 12 month period beginning of board term, and may provide that the chair or designate must be physically present for a greater proportion of meetings.

5. OPEN TO THE PUBLIC SPACES

- 5.1. The meeting room of the board or of a committee of the board, shall be open to permit physical attendance by members of the public at every meeting of the board or of the committee of the board. O. Reg. 463/97, s. 6 (1). Except where a meeting is closed to the public in accordance with the Act. O. Reg. 463/97, s. 6 (3).