

POLICIES AND PROCEDURES

POLICY: Board Meetings -- Electronic Participation

Date Approved: March 7, 2000

Last Reviewed: 2024-2025

Dates of Amendment: June 14, 2016; May 21, 2019; May 14, 2024; September 10, 2024

Cross Reference: [Education Act, Ontario Reg 293/18, s. 3\(1\)](#); [Board Procedural By-Laws](#); [Better Schools and Student Outcomes Act, 2023](#); [Ontario Reg 463/97](#)

POLICY:

1. Members of the Board of Trustees, including Student Trustees, may, upon request, use electronic means to participate in Board meetings, Statutory Committees and/or Board Committees.
2. Electronic participation in Board or Statutory Committee meetings shall comply with the *Education Act*, Regulations and By-laws.

ADMINISTRATIVE PROCEDURES:

1. The Director of Education/Designate will be responsible for providing the electronic means for participation in meetings of the Board, as directed by the Chair. A guide on how to participate electronically will be updated annually.
2. The Chair or Vice-Chair of the Board will approve such participation subject to the provisions of the *Education Act* and Regulations. A request to the Chairperson for electronic participation should be made in advance of the Board meeting.
3. Eligibility for all trustees to attend a Board meeting electronically include:
 - a. the distance from the trustee's primary residence to the meeting location is 125 kilometers or more;
 - b. weather conditions do not allow the trustee to travel to the meeting location safely;
 - c. the trustee cannot be physically present at a meeting due to health-related issues;
 - d. the trustee has a disability that makes attending meetings in-person more challenging;
 - e. the trustee is unable to attend in person due to family responsibilities.

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4. Attendance at meetings will be recorded in the minutes and noted where a member has participated electronically.
5. At every meeting of the Board or committee of the whole, the following persons should be physically present in the meeting room of the Board:
 - a. The Chair of the Board or their designate
 - b. At least one other member of the Board
 - c. The Director of Education of the Board or their designate.
6. Failure of a trustee to be physically present, as required by the regulations, may result in the Trustee's seat on the Board becoming vacated as a result of the unapproved absence.