



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	<b>Governance</b>
<i>Policy Number</i>	<b>104</b>
<i>Former Policy Number</i>	<b>814</b>
<i>Total Pages</i>	<b>3</b>
<i>Original Approved Date</i>	<b>July 2, 2003</b>
<i>Subsequent Approval Dates</i>	<b>March 25, 2008 February 25, 2014 March 28, 2023</b>

### PARTICIPATION IN MEETINGS USING ELECTRONIC MEANS

#### 1. PURPOSE

On occasion a Trustee, including a Student Trustee, may be unable to be physically present for a meeting. In order to enable participation and ensure quorum, a Trustee may participate in a meeting using electronic means. The purpose of this policy is to set parameters around electronic participation of those invited to join a Board meeting, Committee of the Whole meeting and any other Standing, Statutory, and Ad Hoc Committee of the Board meetings. This policy is aligned with Ontario Regulation 463/97, *Electronic Meetings and Meeting Attendance*, and the Board's Bylaws.

#### 2. OBJECTIVE

The objective of this policy is to govern the electronic participation of participants for all Board meetings, Committee of the Whole meetings, as well as Standing, Statutory and Ad Hoc Committee meetings of the Board, subject to all requirements of law and regulations hereunder.

#### 3. PARAMETERS

- 3.1 All those invited to attend Board meetings, including Committee of the Whole meeting as well as Standing, Statutory and Ad Hoc committees of the Board as identified in Board ByLaw 4.0 may attend electronically in accordance with the provisions outlined in the Ontario Regulation 463/97 of the *Education Act*.
- 3.2 Notwithstanding section 3.1 of this policy, Trustee attendance at Board and Board Committee meetings shall be as per Board ByLaw 3.1.2 and 4.1.7.
- 3.3 Participants who attend a meeting through electronic means, in accordance with this policy, shall be deemed to be present at the meeting.
- 3.4 Participants who leave the meeting before adjournment, whether temporarily or permanent, will advise the Chair via chat box. Minutes shall make note of all participants' attendance including late arrivals, early departures, and vacating and returning to a meeting within the course of the meeting.

- 3.5 In accordance with section 207(2) of the Education Act, a meeting of a committee of a board, including a committee of the whole Board, may be closed to the public when the subject-matter under consideration involves,
- (a) the security of the property of the board;
  - (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
  - (c) the acquisition or disposal of a school site;
  - (d) decisions in respect of negotiations with employees of the board; or
  - (e) litigation affecting the board.
- 3.6 Virtual meeting room access to all board and committee meetings, public and private, shall be by invitation only and shall comply with Board operating ByLaws and Section 207(2) of the Education Act of Ontario.
- 3.6.1 All those invited to participate in a Board or other committee meeting will be provided a meeting link and access code at least 24 hours prior to the meeting.
  - 3.6.2 Delegations and other guests invited to participate at a Board meeting and/or committee meetings will be granted limited access to the virtual meeting room. The Chair and/or designate shall grant them entry and shall ensure they leave or are removed from the virtual meeting room once they have finished.
  - 3.6.3 The Board may choose to stream its public Board and Committee meetings, including Standing, Statutory and Ad Hoc Committee meetings on its streaming channel.
  - 3.6.4 Audio/video records are to be securely maintained in accordance with Policy 109, *Records and Information Management*.
- 3.7 Trustees who declare a conflict of interest for a public session may continue to be present but may not participate in the debate and vote on the matter. Trustees who declare a conflict of interest for a private/closed session must leave the meeting room, or virtual meeting room if they are participating electronically, for the entire discussion of the matter for which they have a declared conflict.
- 3.7.1 If the Trustee refuses to withdraw from the electronic meeting due to a declared conflict, the Chair and/or designate may remove the Board member at their discretion.
- 3.8 The York Catholic District School Board will ensure that appropriate processes are in place to protect the security and confidentiality of all electronic meetings held in private.

#### **4. RESPONSIBILITIES**

- 4.1 The Chair and/or Designate of a Meeting
  - 4.1.1 To lead meetings and promote good governance among participants.
  - 4.1.2 To manage the virtual component of meetings, ensuring all those participating are recognized as full participants in the meeting and to take urgent action in the event of a conflict.
- 4.2 Director of Education and/or Designate
  - 4.2.1 To oversee compliance of the Participation in Meetings Using Electronic Means policy.

- 4.3 Administrator to the Director of Education & Trustee Services
  - 4.3.1 To provide all participants within 24 hours with a meeting link and an access code to all electronic meetings.
  - 4.3.2 To regulate the admission and participation of those invited to participate in a virtual meeting.
- 4.4 Chief Information Officer
  - 4.4.1 To provide, when notified, the necessary equipment to enable Trustees, including Student Trustees to participate in a meeting through electronic means.

## 5. DEFINITIONS

### 5.1 Electronic Means

The use of electronic devices to enable participation of committee members in meetings of the Board.

### 5.2 Quorum

The presence of a majority of all of the members constituting a board and/or committee is necessary to form a quorum. A Student Trustee will not count towards quorum at Board meetings.

## 6. CROSS REFERENCES

### LEGISLATION

[Education Act](#)

[Municipal Conflict of Interest Act](#)

[Municipal Elections Act](#)

[Ontario Regulation 463/97 Electronic Meetings and Meeting Attendance](#)

### YCDSB POLICIES

[YCDSB Policy 107 Student Trustees](#)

[YCDSB By-Law No.1: Operational By-Law](#)