



POLICY P.018.GOV

TITLE: ELECTRONIC MEETINGS OF THE BOARD AND COMMITTEES **AND MEETING ATTENDANCE**

Date Authorized: 12 March 1998

Last Revised:

Last Reviewed:

COMMITMENT TO INDIGENOUS RIGHTS, HUMAN RIGHTS, AND EQUITY

The Board recognizes its responsibility to ensure that OCDSB policies and procedures promote and protect Indigenous, equity, and human rights and to seek to address and eliminate racism and structural and systemic barriers for students, staff, and community.

1.0 RATIONALE

To govern the participation in meetings of the Board and its committees, including electronic participation and meeting attendance, provide for the use of electronic means for the holding of meetings of the Board and its Committees in accordance with the *Education Act* and *Ontario Regulation 463/97*.

2.0 DEFINITIONS

Please refer to Appendix A for a list of definitions of terms used in this policy.

3.0 GUIDING PRINCIPLES

3.1 The Board shall **promote and enhance accountability, transparency, and fairness in all meetings of the Board and its committees, for both in-person and electronic participation** provide the electronic means for Board members to participate in the public session of a meeting of the Board or its Committees.

4.0 POLICY

General

4.1 **The Board shall ensure that physical attendance by members of the public is permitted for all regular meetings of the Board and committees of the Board, except where the meeting is closed to the public in accordance with the Education Act.**

4.2 **At the request of any Board member or student trustee, and subject to the limitations set out in this policy, the Board shall provide the member or student**

trustee with electronic means for participation in a meeting of the Board or a Board committee, including a Committee of the Whole.

- 4.3 The Board shall provide electronic means for the public to participate in all meetings of the Board and committees of the Board, including Committee of the Whole. The same rights and limitations will apply to members of the public participating by electronic means as apply to those attending in person, including with respect to delegations, questions and expectations related to conduct.**
- 4.4 The Board shall ensure that all meeting participants, whether attending in person or electronically, are able to communicate with each other simultaneously and instantaneously.**
- 4.5 Appropriate measures shall be put in place to protect the security and confidentiality of closed (in camera meetings), including:**
- a) ensuring that members of the public who are participating through electronic means are not able to participate in closed (in camera) meetings;**
 - b) ensuring participants in closed (in camera) meetings are taking necessary steps to safeguard confidential information, such as wearing headsets and keeping their cameras on.**
- 4.6 Available webcasts of public meetings of the Board and its committees will be posted for public access on the OCDSB's website.**

Attendance and Participation at Board and Committee Meetings

- 4.7 All members of the Board must be physically present in the meeting room at every regular meeting of the Board and every regular meeting of a Committee of the Whole unless they have requested and received approval from the Chair to participate in the meeting by electronic means prior to the beginning of the meeting.**
- a) Requests to participate electronically must be submitted to the Chair and Board Services in writing and include reasons for the request.**
 - b) Trustees are encouraged to submit their requests by 5:00 pm the preceding days, where possible**
 - c) Requests from the Chair will be submitted to the Vice Chair for approval.**
- 4.8 The Chair of a committee of the Board or their designate must be physically present in the meeting room at every regular meeting of the committee, except a Committee of the Whole, unless they have confirmed that at least one member of the committee who is also a Board member will be attending in person.**
- 4.9 The Director of Education or their designate must be physically present in the meeting room for each meeting of the Board and each meeting of a committee of the Board, including a Committee of the Whole.**

4.10 **Paragraphs 4.7, 4.8 and 4.9 do not apply in the event of a Mandatory School Closure Order for the period that starts on the day the order is made and ends 60 days after the order ceases to exist.**

4.11 **The Chair, or Vice-Chair, where applicable, may only approve requests to participate in a meeting by electronic means** ~~The Chair of the Board or of a Committee of the Board may participate in a meeting of the Board or Committee by electronic means if~~

- d) ~~the distance from the~~ **the Board member's primary** ~~current residence~~ Chair or designate to the meeting location is **125**~~200~~ kilometres or more;
- e) weather conditions do not allow **the Board member** ~~chair or designate~~ to travel to **the** meeting location safely; or
- f) **the Board member** ~~the Chair or designate~~ cannot be physically present at a meeting due to health-related issues;
- g) **the Board member has** ~~the trustee~~ has a disability that makes attending meetings in person more challenging; or
- a) **the Board member is** ~~the trustee~~ is unable to attend in person due to family responsibilities **in respect of,**
 - i) their spouse;**
 - ii) their or their spouse's parent, step parent, or foster parent;**
 - iii) their child step-child, foster child or a child who is under legal guardianship of the member or the member's spouse;**
 - iv) a relative who is dependent on the member for care or assistance; or**
 - v) a person who is dependent on the member for care or assistance and who considers the member to be like a family member.**

4.12 **The Chair shall not approve a request for electronic participation if approving the request would result in no Board members, other than the Chair of the Board or their delegate, being physically present in the meeting room.**

4.13 A Board member who participates in a meeting by electronic means is considered to be present at the meeting and will be recorded in the attendance for the meeting.

~~4.14 At the request of a Board member or Student Trustee, in situations where it is not possible for the member or Student Trustee to attend a regularly scheduled or special meeting of the Board, the Board shall provide electronic means for participation in a meeting of the Board or its Committees.~~

~~4.15 The following persons must be physically present in the Board meeting room for any meeting of the Board or Committee of the Whole, subject to sections 4.4 and 4.5:~~

- ~~a) The Chair of the Board or designate;~~
- ~~b) At least one additional member of the Board;~~

~~4.16 The following persons must be physically present in the Committee meeting room for any meetings of the Board's Committees (except for Committee of the Whole), subject to section 4.4:~~

- ~~a) the Chair of the Committee or designate;~~
- ~~b) at least one additional member of the Board; and~~
- ~~e) the Director of Education or designate~~

Electronic Participation Standards

4.17 All members of the Board participating in a meeting electronically shall abide by the following standards of participation

- a) Board members joining remotely shall connect to the meeting on the required platform and be clearly identifiable with their name;**
- b) Board members shall ensure that their equipment and technology are configured correctly in advance of the meeting;**
- c) with the understanding that internet connectivity and bandwidth may influence the ability to keep a camera operational, Board members shall have their cameras on;**
- d) Board members shall endeavour to ensure that background noise at their location does not interfere with the meeting and shall mute their devices when not speaking;**
- e) Board members shall indicate they wish to speak by physically raising their hand (if the camera is on) or by using a virtual 'raise the hand' feature;**
- f) Board members participating electronically shall ensure that any need to step away from a virtual meeting before adjournment is noted and shall rejoin the virtual meeting when they can do so; and**
- g) Board members shall ensure that any customization of their virtual profiles aligns with Policy P.073.GOV Board Member Code of Conduct and does not distract from their own or others' participation in the meeting.**

In Person Meeting Attendance - Minimum Requirements

4.18 The Chair or designate must be physically present for at least half of the meetings of the Board for any **during each** 12-month period beginning ~~1 December 2021 and ending 14 November 2022~~ or beginning 15 November 2022.

4.19 A member of the Board shall be physically present in the meeting room of the Board for at least three regular meetings of the Board during **each** a 12-month period beginning 15 November 2022.

4.20 Paragraphs 4.18 and 4.19 do not apply in the event a Mandatory School Closure Order results in all schools being closed for a total of two or more months during the 12 month period.

4.21 ***If a Board member is elected or appointed to fill a vacancy on or after November 15, 2022, 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.***

4.22 ***Paragraph 4.21 does not apply in the event of a Mandatory School Closure Order for the period that starts on the day the order is made to close schools and ends 60 days after the order ceases to apply.***

~~4.23 If it is not possible for the required persons (as indicated in 4.2 and 4.3 above) to be physically present at the meeting, the request for an electronic meeting will be refused.~~

Conflicts of Interest

4.24 ***All OCDSB policies and procedures regarding*** conflicts of interest will apply ~~to~~for electronic meetings of the Board ~~and~~ Committees. ***This means that Board members who declare a conflict of interest must withdraw from the closed (in camera) meeting, including from electronic participation, for the duration of the discussion of the matter about which they have declared a conflict.***

5.0 APPENDICES

Appendix A: Policy Definitions

6.0 REFERENCE DOCUMENTS

[The Education Act, 1998, § 8 \(1\) para. 3.6, 208.1](#)

[Ontario Regulation 463/97, last revised 29 July 2024 \(313/24\)](#)

OCDSB Policy [P.010.GOV: Community Involvement on Board and Standing Committees](#)

OCDSB Policy [P.025.GOV: Board Member Conflict of Interest](#)

OCDSB Policy [P.073.GOV Board Member Code of Conduct](#)

APPENDIX A TO POLICY P.018.GOV

POLICY DEFINITIONS

Board means the Board of Trustees of the Ottawa-Carleton District School Board.

Board Member means a member of the Board elected or appointed in accordance with the *Municipal Elections Act* and the *Education Act*.

District means the Ottawa-Carleton District School Board.

Mandatory School Closure Order means the closure of all schools in the board under an order made by:

- a) the Minister under s. 5(1) of the *Education Act*;
- b) a medical officer of health or the Chief Medical Officer of Health under s. 22 or 77.1 of the *Health Protection and Promotion Act*;
- c) the Lieutenant Governor in Council under paragraph 5 of s. 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*.

Student trustees means the three elected student representatives to the Board, including one Indigenous Student Trustee and two Student Trustees who represent all pupils of the District.

Term means the four year term of office for elected trustees.

Trustee means a member of the Board elected or appointed in accordance with the *Ontario Municipal Elections Act* and the *Ontario Education Act*.

Year means one calendar year from 15 November to 14 November.