

Electronic Meetings and Meeting Attendance	
Adopted: May 15, 2001	Last Reviewed/Revised: September 17, 2024
Next Scheduled Review: 2027-2028	
Associated Policies & Procedures: <u>HCDSB Procedural By-Law</u>	

Purpose

To ensure the participation of trustee(s) and/or student trustee(s) in Board and/or committee meetings via electronic means in accordance with the provisions of the Education Act (Section 208.1) and Ontario Regulation (O. Reg.) 463/97.

Application and Scope

Electronic meetings of the Board are intended to allow for meetings arising from extenuating circumstances rather than to replace regularly scheduled Board and/or committee meetings.

Electronic meetings permit the trustees and/or student trustees to hear and be heard through audio and/or visual (teleconference and/or video conference) means.

Trustees and student trustees who participate in a meeting through electronic means shall be deemed to be present at said meeting subject to such conditions or limitations that may be provided for in the Education Act and attendant Regulation(s).

References

[Education Act \(Section 208.1\)](#)

[O. Reg. 463/97](#)

Principles

Electronic meetings of the Board and/or of committees of the Board, as defined in the HCDSB Procedural By-Law, are recognized as being a legitimate means of the Board conducting its business.

The Halton Catholic District School Board (HCDSB) recognizes the necessity of providing trustees and student trustees with the ability to participate in all meetings arranged by the Board (i.e. Regular and Special Board Meetings, Ad Hoc Committee Meetings and/or Standing Committees and/or any other Meeting) that requires trustee/student trustee membership and participation.

Electronic meetings of the Board are intended to provide for more efficient use of time and productive use of resources in circumstances where time and/or availability of trustees and student trustees and/or staff make it a better means of conducting a Board or Committee Meeting.

Requirements

- At the request of trustee(s) and/or student trustee(s) or as otherwise determined by the Board, the provision of electronic (audio and/or visual) means shall be afforded to trustee(s) and/or student trustee(s) for their participation in all Board meetings including all meetings of committees of the Board as defined in its Bylaw. Trustee(s) and/or student trustee(s) participation at said meetings shall be subject to such conditions or limitations that may be provided for in the Education Act and attendant Regulation(s). Student trustees and/or student representatives who are participating through electronic means shall not participate in any proceedings that are closed to the public.
- A request by trustee(s) and/or student trustee(s) for participation by electronic means shall be made to the Chair of the Board/Committee or designate in writing a minimum of two business days in advance of Board and/or committee meetings.
- The Chair of the Board/Committee or designate may approve a request to participate by electronic means if they are satisfied that one or more of the circumstances exist in accordance with Section 7 (5) of O. Reg. 463/97.
 - If the member of the Board making the request is the Chair of the Board/Committee, the Chair shall submit the request and reasons to the Vice-Chair of the Board/Committee or designate.
- Notwithstanding the above, the Board may refuse to provide to trustee(s) and/or student trustee(s) the electronic means of participation in a meeting of the Board or a meeting of a committee of the Board in accordance with Section 3 (3) of O. Reg. 463/97.
- Effective September 1, 2025, all trustees and/or student trustees will be required to be physically present for every regular meeting of the Board and every meeting of the committee of the whole in each year of the term of office, unless one of the exceptions to the requirement for in-person attendance applies. Failure to attend in person as required would result in the trustee's seat being vacated pursuant to clause 228 (1)(e) of the *Education Act*.
- The Chair of the Board or designate shall not approve a request under subsection (5) if approving the request would result in fewer than one member of the Board, in addition to the Chair of the Board or designate, being physically present in the meeting room.

- The Chair of the Board or designate, the Director of Education or designate and one other trustee (cannot be a Student Trustee) shall be physically present at an In-Camera (closed) session of an electronic meeting of the Board in the Board Room or at a site or sites as otherwise determined by the Board.
- The Chair of the Board or designate, the Director of Education or designate and one other trustee shall be physically present at all open sessions of an electronic meeting of the Board in the Board Room or at a site or sites as otherwise determined by the Board.
- For committee meetings other than Board meetings, the Chair of the Committee or designate and the Director of Education or designate shall be physically present in the Board Room or at a site or sites as otherwise determined by the Board and/or Committee.
- Electronic meetings shall permit the trustee(s) and/or student trustee(s) to hear and be heard through audio and/or visual (teleconference and/or video conference) means.
- Electronic meetings of the Board shall be conducted in accordance with the Board's approved Bylaw on General Procedures for Board and Committee Meetings.
- Electronic meetings shall be provided in such a way to ensure compliance with the rules governing Conflict of Interest of trustees.
- The designated meeting location must be such that the public can attend the open session proceedings of Board and committee meetings.
- The Director of Education and/or designate shall be responsible for ensuring the provision of electronic (audio and/or visual) means for the participation of trustees and/or student trustees and appropriate staff in meetings of the Board inclusive of Board committee meetings.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board