



BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure <b>Electronic Meetings</b>	Administrative Procedure Number <b>107</b>
Directional Policy <b>Governance, Vision, Strategic Priorities</b>	

**Title of Administrative Procedure:**

Electronic Meetings

**Date Approved:**

February 7, 2023

**Projected Review Date:**

2028

**Directional Policy Alignment:**

The exercise of good governance includes the opportunity for trustees to participate in board and/or committee meetings electronically when that becomes necessary, to maximize their engagement to the fullest extent possible.

**Alignment with Multi-Year Strategic Plan:**

Electronic Meetings Administrative Procedure supports our Vision of *Creating a culture of faith, hope and love to ensure equity and well-being* by ensuring our structures, processes, relationships and actions reflect our Gospel values and Catholic Social Teachings. This vision calls the Board to these Strategic Priorities:

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

**Action Required:**

1. At the request of a board member or student trustee, in situations where it is not possible for the member to attend a regularly scheduled or special meeting of the

board or one of its Ministry-legislated committees, the board shall provide electronic means for participation in that meeting.

2. For all regularly scheduled or special meetings of the Board's open session or Ministry-legislated committee meetings, including meetings convened using electronic communication, the board shall provide for some form of public participation.
3. An exception to the above (2.) shall be made when the board meets in-camera in accordance with Board by-laws and the Education Act.
4. All procedural by-laws established by the board shall apply to meetings conducted electronically, including rules governing conflict of interest and confidentiality. The board must also ensure the security and confidentiality of proceedings held during in-camera meetings, especially those that include electronic participation.
5. On appropriate notice to the Executive Assistant of the office of the Director of Education, individual board members or student trustees shall be given access to participate in meetings of the board or its committees through the use of electronic means. Board members or student trustees must request participation by electronic means at least twenty-four hours in advance, where possible.
6. Under amended regulation 463/97, the chair of a board or committee meeting may preside over the meeting electronically if any of the following applies:
  - a. The distance from the chair's current residence to the meeting location is 200km or greater;
  - b. Weather conditions do not allow the chair to travel to the meeting location safely;  
or
  - c. The chair cannot be physically present at a meeting due to health-related issues.
  - d. No more than half of board or committee meetings in a 12-month period can be chaired electronically.
7. In accordance with Section 208(11) of the Education Act and board by-laws, the presence of a majority of all members constituting the board shall be necessary to form a quorum in any electronically facilitated meeting and the vote of a majority of such a quorum shall be necessary to bind the board. A trustee participating in a meeting electronically shall be deemed to be present.

8. At every meeting of the Board, the following persons must be physically present in the meeting room:
  - a. At least two members of the board
  - b. The Director of Education or his/her designate
9. All board members will be given access to the board agenda package prior to the meeting for reference during an electronic meeting.
10. Board members or student trustees participating in an electronic meeting will notify the Chair of their departure (either temporary or permanent) from the meeting before absenting themselves in order to ensure a quorum is maintained.
11. Board members or student trustees will notify the Chair of any other individuals who shall be present and participating at their off-site location during their electronic participation in a meeting.
12. The board will ensure that student trustees do not participate by electronic means in any proceedings closed to the public.

### **Responsibilities:**

#### **The Board of Trustees is responsible for:**

- Ensuring this administrative procedure on Electronic Meetings is aligned with the board's Directional Policy on Governance, Vision, and Strategic Priorities.
- Making requests for electronic participation in meetings in a timely fashion.
- Ensuring confidentiality and privacy of the in-camera session when joining the meeting remotely.
- When attending remotely, ensuring access to reliable internet or phone connection and when possible, trustees will have their camera on.

#### **The Director of Education is responsible for:**

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.
- Ensuring the procedures for electronic meetings are facilitated on behalf of all trustees.

**Superintendents are responsible for:**

- Acting in place of the Director of Education to be the staff person present during electronic meetings, as designated.
- Ensuring alignment with this procedure for committees for which they are responsible.
- Ensuring that confidentiality and privacy are protected by using the board approved electronic meeting platform.

**Progress Indicators:**

- Opportunities for electronic participation in meetings are utilized.
- Equipment is made available and is functional.
- Meetings are neither cancelled nor postponed because of the availability of electronic participation.

**Definitions:**

- Electronic Meeting - An electronic meeting is a board or committee meeting in which a board member, student trustee staff member or member of the public making a presentation to the board participates electronically in the meeting.
- Public Location - A public location is a designated board site, usually a school facility the Catholic Education Centre.
- In-camera Meeting - An in-camera meeting is a meeting that is closed and not open to the public.
- Site Monitor - A site monitor is a PVNCCDSB staff member designated by the Director of Education, charged with the responsibility of ensuring compliance with board meeting regulations and procedures, including monitoring electronic access to board or committee meetings. Usually this is a supervisory officer.
- Record - Any record of information however recorded, whether in print, film, or any other electronic or physical means.

**References:**

[Education Act](#)

[Municipal Freedom of Information and Protection of Privacy Act](#)

[Peterborough Victoria Northumberland and Clarington Catholic District School Board By-Laws](#)