

BUSINESS AND BOARD ADMINISTRATION	3000
ELECTRONIC MEETINGS POLICY	3094

1. Rationale

Ontario Regulation 463/97 Section 2(1) requires:

Every board shall develop and implement a policy providing for the use of electronic means for the holding of meetings of a board and meetings of a committee of a board, including a committee of the whole board.

2. The Policy

It is the policy of Lakehead District School Board (LDSB) that trustees and student trustees who participate in a meeting through electronic means, in accordance with Ontario Regulation 463/97 under the Education Act, shall be deemed to be present at the meeting.

3. Guidelines

- 3.1 No later than 24 hours prior to a meeting, the secretary of the Board shall be notified of a trustee's or student trustee's requirements for electronic communication at the meeting. Lakehead District School Board may refuse to provide a member with electronic means of participation in a meeting of LDSB or a meeting of the committee of the whole Board, if required, in order to comply with section 3.6 of this policy.
- 3.2 The electronic means shall permit the member or student trustee to hear and be heard by all other participants in the meeting.
- 3.3 Trustees and student trustees shall have copies of the meeting agenda and package while participating electronically.
- 3.4 Electronic connection to the meeting shall ensure clear communication.
- 3.5 Trustees and the student trustees participating in electronic meetings, in closed session, shall ensure confidentiality and this shall be noted by the secretary. Student trustees participating in electronic meetings, in closed session, shall not participate in any closed session under section 207(2) (b) of the Education Act.
- 3.6 The Governing By-Laws and the most current edition of Robert's Rules of Order shall apply to electronic meetings of LDSB.
- 3.7 The chair of the Board, or designate, one additional trustee, and the director of education, or designate, must physically be present in the meeting room of the Board at every meeting of the Board or a committee of the whole Board (including closed session) at which there is a quorum.
- 3.8 At every committee meeting of a committee of the Board, except a committee of the whole Board, the chair of the committee, or designate, and the director of education, or designate, shall be physically present in the meeting at which there is a quorum.

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3.9 In spite of section 3.5 and 3.6 of this policy, in accordance with the regulation, the chair of the Board or a committee of the Board may participate in a meeting of the Board or a committee of the Board by electronic means if:

- the distance from the chair's or designate's current residence to the meeting location is 200 km or more;
- weather conditions do not allow the chair or designate to travel to the meeting location safely;
- the chair or designate cannot be physically present at a meeting due to health-related issues; and
- the chair or designate must be physically present for at least half of the meetings of the board for any 12-month period beginning November 15.

3.10 Lakehead District School Board shall provide members of the public with electronic means for participating in meetings to the extent and manner outlined for public participation in the LDSB Governing By-Laws.

4. Review

This policy shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
Lakehead District School Board 2022 Governing By-Laws	June 16, 1998	Education Act 228(1)e
	<u>Date Revised</u>	Education Act 208.1(1)b
	February 27, 2007 September 22, 2015 June 5, 2023	O. Reg. 463/97