



**POLICY SECTION:** TRUSTEES

**SUB-SECTION:**

**POLICY NAME:** ELECTRONIC PARTICIPATION IN MEETINGS OF THE BOARD, COMMITTEES OF THE BOARD, AND THE COMMITTEE OF THE WHOLE BOARD

**POLICY NO:** T. 19

**Date Approved:**  
October 15, 2013

**Date of Next Review:**  
October, 2023

**Dates of Amendments:**  
October 18, 2018

**Cross References:**

Education Act, S. 208.1

Ontario Regulation 463/97, 1997 **as amended**

Municipal Conflict of Interest Act

TCDSB Policy: T.02 Student Trustee

TCDSB **Operating** By-Laws #175

**Appendix:**

Protocol for Participation in Meetings Using Electronic Means

**Purpose:**

~~All trustees are expected to be in attendance in person at meetings of the Board and the committee of the whole board. There may be occasions when Trustees and Student Trustees are unable to be physically present for a meeting of the Board or its committees, including a committee of the whole board. This policy confirms the ability of Trustees and Student Trustees to participate in meetings of the Board and its committees through electronic means.~~ **Ontario Regulation 463/97 requires that every Board shall develop and implement a policy providing for the use of electronic means for the holding of meetings of the Board, and meetings of a committee of the Board, including a committee of the whole Board.**

**Scope and Responsibility:**



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The policy extends to Trustees and Student Trustees of the TCDSB. The Director of Education is responsible for this policy.

### **Alignment with the Multi Year Strategic Plan [MYSP]:**

#### **Living Our Catholic Values**

Strengthening **Enhancing** Public Confidence

Achieving Excellence in Governance

### **Policy:**

The Toronto Catholic District School Board shall provide the electronic means for Board members and Student Trustees to participate in a meeting of the Board and its committees, including a committee of the whole board.

### **Regulations:**

1. At the request of any Board Member or Student Trustee, the TCDSB shall provide the Trustees and Student Trustees with electronic means for participating in one or more meetings of the Board or of a committee of the Board, including a committee of the whole board.
2. At every meeting of the Board, ~~a committee~~, or of a committee of the whole board, the following persons must be physically present in the Board room:
  - (i) the Chair of the board or his or her designate, subject to regulation 3.



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- (ii) at least one additional member of the board.
- (iii) the Director of Education of the board or his or her designate

**3. Subject to regulation 4, the Chair of the Board or of a committee of the Board, or his or her designate, may participate in a meeting of the Board or of a committee of the Board by electronic means if:**

- (i) Weather conditions do not allow the Chair or designate to travel to the meeting safely, or
- (ii) The Chair or designate cannot be physically present at a meeting due to health-related issues.

4. At every meeting of a committee ~~not comprised of all trustees~~ of the Board, except a committee of the whole Board, the following persons must be physically present in the Board room:

- (i) the Chair of the committee or his or her designate, **subject to regulation 3**
- (ii) **if the Chair of the committee, or his or her designate, participates in a meeting by electronic means, at least one additional member of the committee**
- (iii) the Director of Education of the board or his or her designate

**5. Despite regulation 2, the Chair of the Board or designate must be physically present in the Board room for at least half of the meetings of**



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**the Board of Trustees for any 12-month period beginning December 1.**

6. The Board is permitted to refuse to provide a member with electronic means of participation in a meeting of the Board, a meeting of a committee of the whole board or a committee of the Board, where to do so is necessary to ensure compliance with Regulations 2, 3, **4** and **5**.
7. A Trustee or Student Trustee who participates in a meeting through electronic means shall be deemed to be present at the meeting and will be recorded in ~~the~~ attendance ~~for~~ **at** the meeting. Minutes of the meeting will record the **names of Trustees and Student Trustees** ~~Board Members~~ who participated in the meeting using electronic means.
8. In accordance with TCDSB **Operating** By-Laws #175 regarding quorum for Board or committee meetings, board members participating using electronic means will be included for **quorum purposes** as long as they remain electronically connected to the meeting. If quorum is not present within thirty minutes after the time appointed for any meeting, the Recording Secretary shall record the names of Trustees and officials of the board who are present, and the meeting shall stand adjourned.
9. To ensure quorum is maintained, Trustees using electronic means to participate in meetings shall inform the Chair of the Board or the Chair of the Board committee about their intentions to leave the meeting, either on a temporary or permanent basis.
10. Trustees and Student Trustees using electronic means to participate in meetings



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must be able to hear and be heard by all participants of the meeting.

11. At all meetings of the Board or its committees, Trustees and Student Trustees participating by electronic means must comply with the requirements of the Municipal Conflict of Interest Act.
12. A Student Trustee participating through electronic means in meetings of the Board or its committees that are closed to the public, pursuant to Education Act S.207(2)(b), is not permitted to participate in those proceedings.
13. Trustees and Student Trustees using electronic means for participation in meetings of the Board or its committees should follow the protocol for electronic meetings enforced by the Chair.
14. Public meetings of the Board and its committees comprised of all Trustees shall be web broadcast.
15. Copies of all materials shall be securely provided to Trustees electronically before the start of the meeting.
16. Trustees and Student Trustees participating in meetings closed to the public through electronic means must ensure confidentiality of all materials, discussions and decisions.
17. Appropriate processes will be put in place to ensure the security and confidentiality of proceedings that are closed to the public in accordance with the Education Act.



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**Evaluation and Metrics:**

The effectiveness of the policy will be determined by measuring the following:  
An annual Information Report about participation at meetings of the Board and its committees will be presented to Trustees for consideration.