



## REPORT TO

## REGULAR BOARD

### UPDATE TO ELECTRONIC PARTICIPATION IN MEETINGS OF THE BOARD, COMMITTEES OF THE BOARD AND THE COMMITTEE OF THE WHOLE BOARD POLICY

*Let no evil talk come out of your mouths, but only what is useful for building up, as there is need, so that your words may give grace to those who hear. (Ephesians 4:29)*

**Drafted**

March 24, 2025

**Meeting Date**

May 22, 2025

Cecelia Onyia, Senior Legal Counsel

Antonella Ceddia, Executive General Counsel &amp; Head of Legal Services

**RECOMMENDATION REPORT**

**Vision:** *IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope.*

**Mission:** *Nurturing the faith development and academic excellence of our Catholic learning community through the love of God, neighbour, and self.*



**MULTI-YEAR STRATEGIC PLAN**  
2022 - 2025

**IN GOD'S IMAGE:** Growing in Knowledge, with Justice and Hope



Brendan Browne  
Director of Education

Adrian Della Mora  
Associate Director of Academic  
Affairs & Chief Operating Officer

Derek Boyce  
Associate Director of Corporate  
Services and Chief Commercial Officer

Ryan Putnam  
Chief Financial Officer and Treasurer

## **A. EXECUTIVE SUMMARY**

This report recommends updating the current Electronic Participation in Meetings of the Board, Committees of the Board, and the Committee of the Whole Board Policy to comply with *Ontario Regulation 463/97- Electronic Meetings and Meeting Attendance*, as amended.

*The cumulative staff time required to prepare this report was 13 hours.*

## **B. PURPOSE**

This Recommendation Report is on the Order Paper of the Governance and Policy Committee as it recommends policy revision, to take effect September 1, 2025.

## **C. BACKGROUND**

1. In July 2024, *Ontario Regulation 463/97- Electronic Meetings and Meeting Attendance* (O. Reg 463/97) was amended by *Ontario Regulation 313/24* with some changes taking effect on July 29, 2024, and further changes taking effect on September 1, 2025.
2. The requirements for a trustee to physically attend at least three regular board meetings during each 12-month period beginning November 15, 2022, and to physically attend at least one meeting in each four-month period starting November 15 of each year, both currently in effect, are revoked effective September 1, 2025.
3. The current requirement for the Chair or their designate to be physically present in the meeting room of the board for at least half of the meetings of the Board during each 12-month period beginning November 15, 2022, is also revoked effective September 1, 2025.
4. The Policy has also been revised to reflect exemption from physical attendance at meetings during school closures pursuant to an Order made by the Minister, Chief Medical Officer or Lieutenant Governor in Council during specific periods, which comes into effect on September 1, 2025.

5. Effective September 1, 2025, a Trustee will be deemed to have vacated their seat if they:
  - a) Absent themselves without being authorized by resolution entered in the minutes, from three consecutive regular meetings of the Board; or
  - b) Fail to be physically present at a regular meeting of the Board or Committee of the Whole Board without approval of an exemption allowing attendance by electronic means, in accordance with the Board's Electronic Meetings and Meeting Attendance Policy.
6. On May 6, 2025, GAP approved the revised policy with additional wording to regulation 1, "Participation by electronic means will be as provided in the regulations that follow."

#### **D. EVIDENCE/RESEARCH/ANALYSIS**

1. Staff have updated the Policy to bring it into regulatory compliance.

#### **E. METRICS AND ACCOUNTABILITY**

1. An annual report about participation at meetings of the Board and its committees will be presented to Trustees for consideration.

#### **F. GAP RECOMMENDATION**

GAP recommends to Board that the revised Electronic Meetings and Meeting Attendance Policy in Appendix A – Tracked and Appendix B - Clean, and Operational Procedures- "Protocol for Participating in Board and Its Committee Meetings Using Electronic Means" in Appendix C – Tracked and Appendix D - Clean be adopted.