



Northeastern Catholic District School Board

ELECTRONIC MEETINGS

Administrative Procedure: APT004

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to providing the necessary communication tools and opportunities for members of the Board to participate fully in meetings, being ever mindful of the vast geography of the Board's jurisdiction.

REFERENCES

Education Act
Regulation 463/97 – Electronic Meetings
Municipal Conflict of Interest Act

DEFINITIONS

Conflicts of Interest

Pecuniary conflicts of interest relate to a trustee's monetary or economic interests. A pecuniary interest that gives rise to a conflict may take one of three forms:

A *direct pecuniary interest*, which arises from the trustee themselves having a monetary or economic interest in a matter.

An *indirect pecuniary interest*, which arises from the trustee being a shareholder, owner, part-owner, director, officer, or member of a corporation or body having a monetary or economic interest in a matter.

A *deemed pecuniary interest*, which arises when the parent, spouse, or child of the trustee has a direct or indirect pecuniary interest that is known to the trustee.

Electronic Meeting

A meeting where any member is not physically present but participates via electronic means of communication.

Meetings of the board

Includes regular board meetings, meetings closed to the public, and/or committee meetings.

PROCEDURES

1.0 PARTICIPATION THROUGH ELECTRONIC MEANS

- 1.1. In order to participate in a meeting of the Board by electronic means, trustees should use board-provided equipment.

- 1.2. The board will provide access to a teleconference and/or videoconference system for members of the board to use to participate by electronic means.
- 1.3. Secure identification codes will be used within the teleconference and/or videoconference system to control access to a meeting by electronic means.
- 1.4. In situations where an elevated level of security is required, the electronic meeting space can be locked by the Secretary of the Board or his/her designate.

2.0 ATTENDANCE

2.1 Members of the Board

- 2.1.1 The chair of the board or designate must be physically present for at least half of the meetings of the board for any 12 month period beginning in November.
- 2.1.2 In the event that the chair cannot be physically present, a designate may be appointed.
- 2.1.3 The following persons should also be physically present in the meeting room of the board:
 - i) one additional member of the board;
 - ii) the director of education or his/her designate.

2.2 Members of the Public

- 2.2.1 The board may provide electronic means for members of the public to participate in meetings open to the public.
- 2.2.2 The meeting room of the board or of a committee of the board, as the case may be, shall be open to permit physical attendance by members of the public at every meeting of the board or of the committee of the board, unless the meeting is closed to the public in accordance with the *Education Act*.
- 2.2.3 Where the requirements for electronic meetings cannot be fulfilled, the board may refuse to provide electronic means for participation, as per the *Education Act*.

3.0 CONFLICT OF INTEREST

- 3.1 Members of the board shall publicly declare the conflict of interest before any discussion of the matter begins, stating the general nature of the interest and having the declaration recorded in the minutes of the meeting.
- 3.2 A written statement of the interest and its general nature will be filed with the secretary of the board.

- 3.3 Members of the board declaring a conflict of interest while participating by electronic means during a closed meeting of the board (incamera) shall disconnect from the call/conference during discussion of the issue of conflict.
- 3.4 The secretary of the board will advise the member when it is appropriate to reconnect to the meeting once the issue of conflict is complete.
- 3.5 Members of the board declaring a conflict of interest while participating by electronic means during a public meeting of the board will not vote on any question in respect to the matter, do not take part in any discussion of the matter, and will not attempt to influence the voting on any question related to the matter.

4.0 SECURITY OF INFORMATION

- 4.1 Members participating in a meeting of the board shall ensure that the room is secured and/or personal headsets are worn to protect the public sharing of information within a closed meeting of the board.
- 4.2 When members of the board receive privileged information as part of a meeting of the board, it is expected that the information be permanently deleted from their electronic inbox at the conclusion of the matter.
- 4.3 If the above provision is not utilized, privileged information will be projected on the screen and shared electronically for all members to view, even if participating by electronic means.

Director of Education: *Tricia Stefanie Welty*

Date: **January 2020**