Northeastern Catholic District School Board

ELECTRONIC MEETINGS AND MEETING ATTENDANCE

Administrative Procedure Number: APT006

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to ensuring that all members of the Board can participate fully in meetings through appropriate communication tools and processes, in a manner that is consistent with provincial legislation and reflective of the Board's jurisdictional diversity.

REFERENCES

Education Act
Ontario Regulation 463/97 – Electronic Meetings
NCDSB Administrative Procedure
APT006 Electronic Meetings and Meeting Attendance

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:

i) A *direct pecuniary interest*, which arises from the trustee themselves having a monetary or economic interest in a matter.
ii) 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.
iii) 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 DEEMED PRESENT

1.1 A Trustee who participates in a meeting through electronic means is deemed to be present at the meeting.

2.0 MEETING BY ELECTRONIC MEANS

2.1 To facilitate secure and effective participation, Trustees are required to use NCDSB provided equipment when attending meetings electronically.

2.2 The NCDSB shall provide access to secure teleconference and/or videoconference systems, ensuring all participants can communicate simultaneously and instantaneously, as per Ontario Regulation 463/97.

2.3 Secure identification codes and authentication protocols will be used within the teleconference and/or videoconference system to control access and ensure the integrity of electronic meetings.

2.4 In situations requiring heightened security, the electronic meeting space may be locked by the Secretary of the Board or their designate to prevent unauthorized entry.

2.5 The electronic means shall be provided in such a way that the rules governing conflict of interest of members may be executed with ease.

2.6 Student Trustees who are participating through electronic means may not participate in any proceeding that is closed to the public.

3.0 MEETINGS OPEN TO THE PUBLIC

3.1 The NCDSB may provide electronic means for members of the public to participate in meetings open to the public.

3.2 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*.

3.3 Where the requirements for electronic meetings cannot be fulfilled to the public, the NCDSB may refuse to provide electronic means for participation, as per the *Education Act*.

4.0 ATTENDANCE

4.1 Trustees - Committees of the Board

i) The Chair of the Committee or their designate shall be physically present in the meeting room at every regular meeting of the committee of the Board, except a committee of the whole board.

ii) Despite the provision noted above, the Chair of the Committee of their designate may participate in a meeting of the committee of the Board by electronic means if another member of the committee, who is also a member of the Board, is physically present in the meeting room.

4.2 Trustees - Board Meetings

4.2.1 All members of the Board shall be physically present in the meeting room of the Board at every regular meeting of the Board and every regular meeting of a Committee of the Whole Board.

4.2.2 Despite the provision above, a Trustee may participate in a meeting by electronic means instead of being physically present if the member receives written approval before the meeting begins.

4.2.3 If a Trustee proposes to participate in a meeting by electronic means, the Trustee shall submit a request in writing and the reasons for the request to the Chair of the Board before the meeting begins

4.2.4 If the Trustee making a request to participate by electronic means is the Chair, the Chair shall submit the request and reasons to the Vice-Chair of the Board, or if the Board has no Vice-Chair, to another member of the Board.

4.2.5 The Chair, Vice-Chair or other Trustee, as applicable, may approve a request if they are satisfied that one or more of the following circumstances exist:

i) The Trustee's primary place of residence within the area of jurisdiction of the Board is located 125 kilometres or more from the meeting location.

ii) Weather conditions do not allow the Trustee to travel to the meeting location safely.

iii) The Trustee cannot be physically present at a meeting due to health-related issues.

iv) The Trustee has a disability that makes it challenging to be physically present at a meeting.

v) The Trustee cannot be physically present due to family responsibilities in respect of the Trustee's spouse, a parent, step-parent or foster parent of the Trustee or the member's spouse, a child, step-child, foster child, or child who is under legal guardianship of the Trustee or the Trustee's spouse, a relative of the Trustee who is dependent on the Trustee for care or assistance, or a person who is dependent on the Trustee for care or assistance and who considers the Trustee to be like a family member.

4.2.6 Approval for a Trustee to participate electronically shall not be granted if doing so would result in fewer than two Trustees (including the Chair or their designate) being physically present in the meeting room.

4.3 Chief Executive Officer

The Chief Executive Officer or their designate shall be physically present in the meeting room for each meeting of the Board and each meeting of a Committee of a Board, including a Committee of the Whole Board.

5.0 SCHOOL CLOSURES

The requirements for Trustees to be physically present at meetings do not apply if all schools of the Board are closed pursuant to an order made by:

i) the Minister under section 5 (1) of the Act;

ii) a medical officer of health or the Chief Medical Officer of Health under section 22 or 77.1 of the *Health Protection and Promotion Act*;

iii) the Lieutenant Governor in Council under paragraph 5 of subsection 7.0.2 (4) of the *Emergency Management and Civil Protection Act*; or

iv) the Lieutenant Governor in Council under clause 4 (1) (a) of the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020*. O. Reg. 313/24, s. 8.

6.0 SECURITY OF INFORMATION

6.1 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.

6.2 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.

6.3 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.

7.0 ELECTRONIC MEETING ETIQUETTE

i) Join the meeting ten (10) minutes prior to the scheduled start time.

ii) Keep body movements and distracting sounds to a minimum.

iii) Remain muted other than to speak or to ask a question.

iv) Do not carry-on side conversations.

8.0 RELATED FORMS AND DOCUMENTS

Nil.

Chief Executive Officer: *Tricia Stefanic Weltz*

Date: November 2025