



# Northeastern Catholic District School Board

## ELECTRONIC MEETINGS

**Policy Number:** T-6

**Authority:** 05-96/14-105/17-09

### POLICY STATEMENT

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Being that the Northeastern Catholic District School Board has a significant geographical area to serve, Trustees and staff need technology opportunities to fulfill their commitment to the Board in carrying out their responsibilities. Pupil representatives have a dual commitment, to not only the Board, but also their academic studies; therefore, electronic meetings are necessary to encourage their participation. Members of the public must also have the opportunity to access to meetings of the Board to encourage community awareness of Board activities.

Therefore, it is the policy of the Northeastern Catholic District School Board that electronic meetings be utilized as a tool for all aspects of either educational or business operations of the system, and that

1. Meetings of the Board or committees of the Board utilizing electronic means be held when and where such meetings are organized consistent with the guidelines and procedures set out in this policy;
2. Participants in these meetings are governed and regulated in accordance with parameters set forth in the guidelines and procedures set out in this policy; and
3. The equipment necessary for meetings to take place is operated and controlled in the guidelines set out in this policy. Electronic meetings must be designed to make positive contributions to meetings of the Board. Their design must conform to the requirements of the *Education Act*.

### REFERENCES

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- Education Act, *Electronic Meetings*, Reg. 208.1 (2)
- NCDSB Policy T-10 Public Participation

### DEFINITIONS

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Nil

### POLICY REGULATIONS

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## 1. Attendance – Trustees

1.1 A member of the Board who participates in a meeting through electronic means in accordance with Board policy and the *Education Act* shall be deemed to be present at the meeting for the purposes of every Act.

1.2 On the request of any Board member or pupil representative, the Board shall provide the member or representative with electronic means to participate in a meeting of the Board or a committee of the Board, including a committee of the whole Board. The Board shall provide the appropriate technology ensuring that two-way communication is available between all participants at the meeting.

1.3 At every meeting of the Board or of a committee of the whole Board, the following persons shall be physically present in the meeting room of the Board:

- i) the Chair of the Board or his/her designate
- ii) at least one additional member of the Board
- iii) the Director of Education or his/her designate.

1.4 At every Board committee meeting, except a committee of the whole Board, the following persons shall be physically present in the meeting room of the committee:

- i) the Chair of the committee or his/her designate
- ii) the Director of Education or his/her designate.

1.5 A pupil representative who attends a meeting by electronic means may not access proceedings which are closed to the public in accordance with the Act.

1.6 All Trustees and the pupil representative should have a copy of the Board package, including the agenda, prior to the meeting for reference during an electronic meeting.

1.7 All Trustees and the pupil representative should have a copy of the committee's agenda prior to a committee meeting for reference during an electronic meeting.

1.8 The Chair of the Board shall ensure that declarations of conflict of interest are heard by all Trustees and the public in attendance and that those participating by electronic means outside the meeting room of the Board have an opportunity to verbally declare any conflict.

1.9 Committee of the Whole (in-camera) is a meeting closed to the public and the pupil representative. The Chair of the Committee of the Whole shall make a reasonable effort by communicating with the site monitor to ensure access to committee of the whole (in-camera) meetings is not available for either the public or pupil representative.

1.10 The meeting room of the Board or of a committee of the Board shall be open to permit physical attendance by members of the public. It is understood that this provision does not apply where a meeting is closed to the public in accordance with the Education Act.

## **2. Attendance - Public**

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

## **3. Refusal to Provide Electronic Means**

3.1 Where the requirements of Sections 1.3 and 1.4 cannot be fulfilled, the Board may refuse to provide electronic means, as per the *Education Act*.