CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO
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BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

102 Electronic Meetings

DIRECTIONAL POLICY

Governance, Vision, and Strategic Priorities

Title of Administrative Procedure:

Electronic Meetings

Date Approved:

May 2026

Projected Review Date:

May 2030

Directional Policy Alignment:

This Administrative Procedure aligns with the Governance, Vision, and Strategic Priorities Directional Policy, by providing the Board of Trustees electronic means for participation in a meeting of the Board or its Committee, while supporting our moral purpose and the Board vision of transforming the world with justice and peace through Catholic education, inspired by the teachings of Jesus Christ.

Alignment with Multi-Year Strategic Plan:

The Electronic Meetings Administrative Procedure supports the Multi-Year Strategic Plan, anchored by four tenets: to belong, to believe, to nurture, to learn. It specifically supports the tenet of to belong, by ensuring that the Board has clearly outlined the procedure for electronic meetings for Trustees and ensuring that Trustees can participate in meetings of the Board or its Committees, in situations where it is not possible to attend a regularly scheduled or special meeting in person.

CDSBEO Strategic Plan

Purpose

This administrative procedure provides for the use of electronic means for participation of Trustees, when necessary, in Regular meetings of the Board and its Committees, including a Committee of the Whole Board, for certain reasons as stated. It is a part of the Governance Policies and Bylaws of the Catholic District School Board of Eastern Ontario.

Action Required

1) The board will ensure that the meeting room of the board or of a committee of the board, as the case may be, is open to permit physical attendance by members of the public at every regular meeting of the board or of the committee of the board.
2) The chair of the committee or their designate will be physically present in the meeting room at every regular meeting of the committee of the board.
3) The chair of the committee or 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 Trustee, is physically present in the meeting room.
4) All Trustees will 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.
5) The chair and secretary of the Board may waive the requirements to be physically present and move the meeting to a virtual meeting due to severe inclement weather. Where transportation is cancelled due to inclement weather on the day of a regular Board or Committee meeting, the meeting will be held electronically, and physical attendance will not be required. This information will be communicated annually and publicized via the Board's social media platforms as applicable.
6) A Trustee may participate in a meeting by electronic means instead of being physically present if the Trustee receives written approval.
7) If a Trustee proposes to participate in a meeting by electronic means, the Trustee will submit a request in writing and the reasons for the request to the chair of the board before the meeting begins.
8) If the Trustee making a request is the chair of the board, the chair will submit the request and reasons to the vice-chair of the board.
9) (5) The chair, or vice-chair may approve a request if they are satisfied that one or more of the following circumstances exist:
    a. 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.
    b. Weather conditions do not allow the Trustee to travel to the meeting location safely.
    c. The Trustee cannot be physically present at a meeting due to health-related issues.
    d. The Trustee has a disability that makes it challenging to be physically present at a meeting.
    e. The Trustee cannot be physically present due to family responsibilities.
10) The chair will not approve a request if approving the request would result in fewer than one Trustee, in addition to the chair of the board or their delegate being physically present in the meeting room.

11) The vice-chair will not approve a request unless the chair's designate will be physically present in the meeting room.

12) The director of education or their designate will 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.

13) All Board by-laws will apply to meetings conducted electronically, including rules governing conflict of interest and confidentiality. The Board will ensure the security and confidentiality of proceedings held in-camera meetings, especially those that include electronic participation.

14) When authorized, the Trustee or Student Trustee who participates in a meeting by electronic means is considered to be present at the meeting and will be recorded as in attendance at the meeting.

15) The electronic means will permit the Trustee or Student Trustee to hear and be heard by all other participants in the meeting.

16) Electronic means will be provided in the Board meeting room at the Board's head office in Kemptville.

17) Trustees participating electronically will verbally signify their vote (or decision to abstain from voting) for each motion being considered by the Board during the meeting in question until the Trustee verbally indicates their desire to withdraw from the meeting. Such withdrawal will be recorded in the minutes as part of the Board's official records. The Board Chair will ensure that all Trustees have an opportunity to speak to a motion before a vote is taken.

18) When a vote is attached to a ballot, as in the case of the Inaugural board meeting, the ballot will take place electronically if a Trustee is participating electronically.

19) Board established laptops are the preferred means for electronic access to meetings.

20) The Board will ensure that Student Trustees and the public do not participate by electronic means in any proceedings closed to the public.

Responsibilities

The Board of Trustees is responsible for:

- Ensuring this Administrative Procedure on Electronic Meetings is aligned with the board's Directional Policy on Governance, Vision, and Strategic Priorities.
- Observing and meeting their obligation to be physically present in the designated meeting room of the Board for every regular meeting of the Board and every regular meeting of a committee of the whole Board.
- Following the established process of communication and electronic participation in the event of their physical absence.

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.
- Ensuring the Administrative Procedure for Electronic Meetings is facilitated on behalf of all Trustees.

Superintendents of Schools and System Portfolios are responsible for:

- Acting in place of the Director of Education to be the staff person present during electronic meetings, as designated by the Director of Education.
  Progress Indicators
- Opportunities are utilized for electronic participation in meetings.
- Equipment is made available and is functional.
- Meetings are neither cancelled nor postponed because of the availability of electronic participation.

Definitions

- **Electronic Meeting:** is a board or committee meeting in which a Trustee, Student Trustee, staff member or member of the public making a presentation to the Board participates electronically in the meeting.
- **In-Camera Meeting:** is a meeting that is closed and not open to the public.
- **Inclement Weather:** weather which can create adverse conditions for transportation across the regions of the school board.

References

- The Education Act
- O. Reg. 463/97: Electronic Meetings
- Municipal Conflict of Interest Act
- Municipal Elections Act, 1996,
- Municipal Elections Modernization Act, 2016
- Municipal Freedom of Information and Protection of Privacy Act.
- CDSBEO Strategic Plan
- CDSBEO Use of Electronic Communications and Social Media