



Title: **ELECTRONIC MEETINGS AND MEETING ATTENDANCE**
Adopted: November 2022
Revised:
Authorization: Regulation 463/97 (“Electronic Meetings and Meeting Attendance”)
Education Act Sec. 208

POLICY

It is the policy of the Bloorview School Authority that The Board will follow Ministry of Education guidelines regarding electronic meetings and attendance at meetings.

BACKGROUND

1. Regulation 463/97 (“Electronic Meetings and Meeting Attendance) of the Ontario Education Act requires that board have a policy regarding electronic meetings and attendance.

REGULATIONS

1. The Board shall provide members with the opportunity to participate electronically in meetings of the Board or of a Committee of the Board, including a Committee of the Whole Board, provided that such opportunity would not breach any requirement of the Education Act.
2. The electronic opportunity provided for in Sec 2 shall permit each person participating in the meeting to hear and be heard by all other participants.
3. Except those Committee meetings from which the public has been excluded, 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, regardless of whether one or more Members participate at such meetings electronically, except where prohibited by law or the Board does not have any attendees attend in person, such as may occur during a pandemic. In such case, members of the public may attend the meeting of the Board or of the Committee of the Board by electronic means.

4. The Board shall determine from time to time whether, and if so where, electronic opportunities should be provided at one or more locations within the area of jurisdiction of the Board in addition to the Bloorview School Authority to permit participation by members of the public in meetings or classes of meetings, provided however that any such participation in accordance with this section shall conform with all Board Bylaws and Policies with respect to the participation generally by members of the public.
5. At all meetings at which a trustee participates by electronic means, it is the responsibility of the trustee to comply with applicable law, such as the requirements of the *Municipal Conflict of Interest Act*, including, in the case of a meeting that is closed to the public, to disconnect from the electronic participation for so long as is necessary in order to so comply.
6. Subject to any conditions or limitations provided for under the Act or regulation, a member of a board who participates in a meeting through electronic means in accordance with this Regulation shall be deemed to be present at the meeting for the purposes of every Act.
7. Appropriate processes must be in place to ensure the security and confidentiality of proceedings that are closed to the public in accordance with the Act.
8. At every meeting of the board or of a committee of the whole board, the following persons must be physically present in the meeting room of the board:
 - a. The Chair of the Board or his or her designate (subject to section 11)
 - b. At least one additional member of the board.
 - c. The Supervisory Officer of the board or his or her designate.
9. At every meeting of a committee of the board, except a committee of the whole board, the following persons must be physically present in the meeting room of the committee:
 - a. The chair of the committee or his or her designate, subject to section 11
 - b. If the chair of the committee or his or her designate participates in a meeting by electronic means pursuant to section 14, at least one additional member of the committee
 - c. The Supervisory Officer of the board or his or her designate.
10. The chair of the board or of a committee of the board or his or her designate may participate in a meeting of the board or of a committee of the board by electronic means if:
 - a. the distance from the chair's or designate's current residence to the meeting location is 200 kilometers or more;
 - b. weather conditions do not allow the chair or designate to travel to the meeting location safely; or
 - c. the chair or designate cannot be physically present at a meeting due to personal or family related health issues.
11. Despite the provisions of section 14, the Chair or designate must be physically present for at least half of the meetings of the board for any 12 month period.

12. 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. This does not apply where a meeting is closed to the public in accordance with the Act.
13. This policy does not apply for a period described in that subsection if all schools of the board are closed for a total of two or more months during that period pursuant to an order made by,
 - a. the Minister under section 5 (1) of the Act;
 - b. a medical officer of health or the Chief Medical Officer of Health
 - c. the Lieutenant Governor in Council
14. Each member shall be physically present in the meeting room of the board for at least one regular meeting of the board for each period of four full calendar months that occurs during the period beginning on the day the member is elected or appointed and ending the following November 14.
15. Section 15 does not apply for a period described in that section if, at any time during that period, the school is closed pursuant to an order.
16. On and after November 15, 2022, despite a policy of a board respecting electronic meetings, the requirements for persons to be physically present at meetings, do not apply, if the school is closed pursuant to an order made by,
 - a. the Minister
 - b. a medical officer of health or the Chief Medical Officer of Health or
 - c. the Lieutenant Governor in Council