

AGENDA: 5:30 pm

1. Call to Order
2. Approval of the Agenda
3. Update to the Electronic Meeting Participation governance statement
4. Discussion item: Board motion re: Lobbyist Registry (no copy)
5. Resolution Into Private Session as per the Education Act, Section 207.2
(b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee member, an employee or prospective employee of the board or a pupil or his or her parent or guardian
6. Meeting resumes in public
7. Adjournment



EXECUTIVE REPORT TO GOVERNANCE COMMITTEE

TO: GOVERNANCE COMMITTEE

FROM: Manny Figueiredo, Director of Education

DATE: September 10, 2018

PREPARED BY: Heather Miller, Officer of Trustee Services

RE: Update to the Electronic Meeting Participation governance statement

Action X

Monitoring

Background:

On May 7, 2018, the provincial government amended Ontario Regulation 463/97 – Electronic Meetings. Under this amendment, school boards may elect to permit their board and committee chairs (or their designates) to preside over meetings electronically if any of the following conditions apply:

- The distance from the chair's current residence to the meeting location is 200km or greater; or,
- Weather conditions do not allow the chair to travel to the meeting location safely; or,
- The chair cannot be physically present at a meeting due to health-related issues

No more than half of board or committee meetings in a 12-month period can be chaired electronically.

Staff recommend including these conditions within the Electronic Meeting Participation governance statement for the rare occasion in which they might be used. Historically, the Chair of the Board or Committees have always been able to attend their meetings without concern to the criteria noted above.

Recommended Action:

That the Electronic Meeting Participation governance statement be updated to include provisions for the Chair and Committee Chairs to participate electronically and that the updated statement be recommended for approval.

GOVERNANCE STATEMENTS

Electronic Participation

Purpose

To establish a policy for electronic participation in accordance with O. Reg. 463/97, Electronic Participating.

Terminology

Electronic participation refers to participating in a meeting in a manner whereby the trustee can hear and be heard by using a two-way voice or video conferencing capability

Policy Statements

- a) Electronic participation shall be available to Trustees for all meetings of the Board and committees of the Board.
- b) The Chair shall conduct meetings in accordance with the appropriate rules of order while being mindful of the Trustee who is participating electronically.
- c) Electronic participation shall be made available in a manner that allows the participating member to hear and be heard. [O. Reg. 463, s.3.(1)2]
- d) The Trustee who is participating electronically shall inform the Chair of every instance they enter and leave the meeting to ensure;
 - I. That the Chair knows at all times who is “in the room”;
 - II. That the secretary can confirm in the record that a Trustee has complied with Conflict of Interest requirements by absenting him/herself when required;

Note: A Trustee must not be present during discussion on a private matter for which the Trustee has declared a conflict of interest. When appropriate for the Trustee to return to the meeting, the Trustee will be notified by text message or email.
 - III. That the student trustees are only present when permitted in accordance with O. Reg. 7/07, Student Trustees, s.55(5).

GOVERNANCE STATEMENTS**Electronic Participation**

- e) The following persons must be physically present in the meeting room: [O. Reg. 463, s.5. (1)(2)]

Regular Board and Special Board Meetings	Board Committee Meetings
<ul style="list-style-type: none"> ➤ Chair of the Board, or designate ➤ At least one additional member ➤ The Director of Education, or designate 	<ul style="list-style-type: none"> ➤ Chair of the committee, or designate ➤ The Director of Education, or designate

Further to O. Reg. 463, s. 5.1(1), the Chair of the Board or of a Committee of the Board or his or her designate may participate electronically in a Board or Committee Meeting if any of the following conditions exist:

- The distance from the Chair's or designates residence to the meeting location exceeds 200 kilometres
- The weather conditions do not allow the Chair or designate safe travel to the meeting location
- The Chair or designate cannot be present due to health-related issues

The Chair of the Board or Chair of a Board committee may refuse to provide a member with electronic means of participation in a meeting of the Board, a meeting of a Board committee, where to do so is necessary to ensure compliance with this section. [O. Reg. 463, s.5 (3)]

- f) The Trustee who is participating electronically shall be responsible for correcting technical problems including disruptive noise and accidental disconnections that occur as a result of problems with the caller's environment or equipment.
- g) A Trustee shall be physically present in the meeting room for at least three regular meetings of the board in each 12 month period beginning December 1. [Education Act, s. 229 (1)]

GOVERNANCE STATEMENTS
Electronic Participation

Electronic Participation Procedure

Purpose

To establish a procedure for implementing electronic participation in accordance with Governance Statement 2C: Electronic Participation.

Terminology

Electronic participation refers to participating in a meeting in a manner whereby the trustee can hear and be heard by using a two-way voice or video conferencing capability

Procedure

- a) If a Trustee anticipates that they will be participating by electronic means, the Trustee will inform the Office of the Director, through the Officer of Trustee Services, as soon as possible, and hopefully no later than 10 a.m. of the day of the meeting.
- b) Where a meeting or part of a meeting is to be held in closed session, the Trustee participating electronically must not be in a location where an unauthorized individual is able to hear the Trustee or the meeting discussion.
- c) Trustees participating electronically will inform the Chair when they enter the meeting electronically and when they leave, whether it is temporary or permanent absence, so the Chair knows who is “in the room” at all times.
- d) The record of the meeting shall indicate that the Trustee was present and participated by electronic means.