



Policy Name	Virtual Meetings		
Policy #	506	Category	GOVERNANCE
Steward	Board of Governors	Date Approved	July 1, 2023
Next Review Date		Date Reviewed or Revised	Feb. 27, 2025

## PURPOSE

This policy provides for the use of electronic means for the holding of virtual meetings of the Board and Committees of the Board, including ad hoc committees.

## PRINCIPLES

Boards and Committees meet and have authority only as a collective with due order. The need and advantages to holding electronic meetings is both acknowledged and necessary. This policy is intended to provide guidance for holding and participating in virtual and partially virtual meetings.

## POLICY

The technology used must be accessible to all members to be included in the meeting.

All rules pertaining to in-person Board or Committee meetings apply equally to electronic meetings, for example, notice, pre-meeting package requirements, quorum, minute taking, voting, confidentiality requirements, etc.

All meeting participants must ensure they maintain complete privacy and confidentiality in their off-site meeting space. This will ensure all discussions are kept confidential and are only heard by those invited to and attending the meeting.

All provisions and policy related to in-camera meetings and conflict of interest will apply equally for electronic meetings of the Board or Committees.

At no time will meeting participants record any portion of the meeting. The only exception to this is any recording made by the Corporate Secretary or other approved corporate officer for the purpose of minute taking. Any such recording must be destroyed once the official minutes of the meeting have been approved.

In no circumstance are discussions in the “chat” function of virtual meeting software to be copied and saved by meeting participants or included as part of the official meeting minutes.

## **DEFINITIONS**

Virtual Meeting- All participants attend exclusively through electronic means that allows participants to speak with each other during the meeting.

Partially Virtual meeting- some participants attend in person and others participate through electronic means that allows participants to speak to each other during a meeting.

## **LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES**

N/A

## **LINKS TO OTHER RELATED POLICIES, DOCUMENTS AND WEBSITES**

Virtual Meetings Procedures.