

**Ministry of Education**

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**Ministère de l'Éducation**

Ministre

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**Memorandum To:** Chairs of District School Boards  
Directors of Education

**From:** Stephen Lecce  
Minister of Education

Nancy Naylor  
Deputy Minister  
Ministry of Education

**Date:** November 6, 2020

**Subject** Amendments to O. Reg. 463/97 (Electronic Meetings and Meeting Attendance) to Address Board Member Physical Attendance Requirements and Public Electronic Access

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We are writing to let you know that in response to the current public health situation in Ontario and school board/association requests, amendments have been made to Ontario Regulation 463/97 (Electronic Meetings and Meeting Attendance) under the *Education Act* to allow for the resumption of fully electronic meetings effective immediately and until November 30, 2021.

Specifically, these amendments:

- Waive the requirement for in-person attendance by specified individuals e.g. the chair and director (until Nov. 30, 2021);
- Waive the requirement for trustees to physically attend a minimum of three meetings during the next 12-month period (Dec. 1, 2020 – Nov. 30, 2021);
- Waive the requirement for the meeting room of a board or of a committee to be open to permit physical attendance by the public (until Nov. 30, 2021); and,
- Include a new requirement for boards to provide members of the public with participatory electronic access to open board/committee meetings i.e. two-way means of participation (effective Feb. 1, 2021). When in-person meetings resume, boards will be required to provide both in-person and electronic means for public participation, as set out in O. Reg. 463/97.

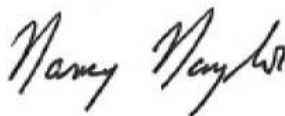
This new requirement aims to capitalize on your recent experiences providing electronic access to board meetings for the public during school closures, and addresses access concerns more generally by making it easier for the public to participate in board meetings when they cannot join in person. School boards are reminded of their ongoing obligations to make board and committee meetings open to the public, as provided in the *Education Act*.

For more information on the regulatory amendments, please refer directly to the [Ontario e-Laws website](#).

Strong governance is crucial in these unprecedented and uncertain times, and we want to thank you for the work you are doing to maintain school board operations in incredibly challenging circumstances. Your engagement and partnership continue to be vital to supporting Ontario's students, families, educators and the education system.



Stephen Lecce  
Minister of Education



Nancy Naylor  
Deputy Minister  
Ministry of Education

- c: Executive Director, Association des conseils scolaires des écoles publiques de l'ontario (ACÉPO)  
Executive Director, Association franco-ontarienne des conseils scolaires catholiques (AFOCSC)  
Executive Director, Ontario Catholic School Trustees' Association (OCSTA)  
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