Policy 2025-01	
Participating in Board Meetings by Videoconference	
Date of Board Approval: 29/01/2025	**Date of Next Review:** 29/01/2027

Purpose:

To establish guidelines for Mattawa Regional Ontario Provincial Police Detachment Board to participate in board meetings through videoconference when physical attendance is not feasible, ensuring flexibility while maintaining the integrity of the in-person meeting process.

Scope:

This policy applies to all members of the Mattawa Regional Ontario Provincial Police Detachment Board.

Policy:

1. **In-Person Attendance as Priority:** All board members are expected to make every effort to attend board meetings in person to foster discussion, engagement, and collaboration. Physical presence is the preferred method of participation.
2. **Videoconference Participation:** Board members may participate in meetings via videoconference only when they are physically unavailable due to employment, health, or other priority commitments. Members should notify the Board Chair in advance if they need to participate remotely.
3. **Quorum Considerations:** Participation through videoconference will count toward achieving quorum, provided that the participating member can be seen and heard clearly by the other members of the board.
4. **Use of Technology:** It is the responsibility of the OPP to ensure that the technology used for videoconferencing is functional, secure, and accessible to the members. Testing of the videoconference link should be conducted prior to the meeting to prevent disruptions.

Procedure:

1. Minimally 10 days prior to the meeting date, board member should contact the Secretary-Treasurer indicating the need for videoconferencing.
2. Upon request, the Secretary-Treasurer will contact the Ontario Provincial Police (OPP) Inspector to request a videoconference link.
3. The OPP Inspector will forward a link for the videoconference meeting to the Secretary-Treasurer at least 7 days prior to the meeting.
4. The Secretary-Treasurer will include the videoconference link in the meeting agenda for ease of access by the participating member(s).
5. The OPP will provide a laptop or necessary device in the physical conference room to facilitate participation by the off-site member(s).

Accountability

The Board Chair will be responsible for enforcing this policy and addressing any issues that arise concerning remote participation.

Policy Review:

This policy will be reviewed bi-annually or as necessary to accommodate technological advancements or changes in board operations.

Approval:

This policy is approved by resolution of the Mattawa Regional OPP Detachment Board and may be amended by majority vote at any official meeting of the Board.