

Council Policy

Policy Name	Council, Committee and Task Groups - Meeting Options
Issue Date	August 15, 2023
Revision Dates	N/A

This policy complements the OAA's HR Policy regarding Hybrid work options for staff and offers three approaches to conducting meetings in order to effectively carry out the work of the OAA: in-person, hybrid and virtual.

OAA volunteers and staff have demonstrated that virtual meeting options can be highly effective in carrying out the day-to-day operations and functions of the Association.

Since the pandemic, many Committee and Council members have expressed their satisfaction with virtual meetings as a means to conduct the Committee and Council work of the associations. Virtual meetings can help maximize volunteer resources by reducing travel time and increasing accessibility for members outside of Toronto. The pandemic has highlighted the OAA's volunteer base as one of its greatest assets.

Virtual and/or hybrid meetings also directly address the OAA and Council's goals and objectives regarding [Climate Action](#), accommodation, and [Equity, Diversity, and Inclusion](#).

Meetings will continue to be conducted during the OAA's core hours of operation, from 8:30 a.m. to 4:30 p.m.

Council Meetings

Council meetings are held in person at the OAA Headquarters. However, for the convenience of Councillors who wish to attend remotely, a virtual option will also be made available.

Committee Meetings

Committees, both as a whole and as individual members of a committee, will have the opportunity to attend meetings virtually. As a general rule, meetings that are two hours or less in duration will be conducted online.

At the outset of each calendar year, as part of the annual committee orientation process, staff members will send notice to each committee containing information about meeting dates for the year. During this time, committee members will also be given the opportunity to indicate their preference for virtual or in-person meetings. Taking this feedback into consideration and after discussing with the Chair, a decision will be made regarding whether meeting(s) are held in-person, virtually, or in a hybrid format.

Task Groups/Working Groups and Other ad hoc Meetings

Individuals participating in these meetings will have the opportunity to attend meetings online via Zoom. Meetings lasting two hours or less in duration will be conducted online.