

BOARD OF GOVERNORS

Policy Type: Governance Process
Approved: May 20, 2007
Revised: September 2013 and April 2009



GP-14 – Open and In Camera Meetings

Board meetings shall be considered open to observers from the public except that the board may exclude the public from a meeting if it considers it necessary to protect the interests of the public or a person and the desirability of avoiding disclosure outweighs the desirability of public disclosure of the information.

1. Reasonable accommodation shall be made for seating at regular meetings.
2. A person who is not a member of the board may not participate in debate unless such person is invited by the presiding officer to participate in a specified manner, or members decide by a simple majority of members present and voting that a named individual be heard.
3. Items discussed in-camera are items of a confidential nature, disclosure of which could reasonably be expected to be harmful to:
 - Personal privacy, including human resource issues and matters pertaining to individual students
 - Individual and/or public safety
 - Business interests of a third party
 - Financial or economic interest of the board and its affiliates, including local public body confidences
 - The integrity and security of computer systems
 - The integrity and protection of security systems
 - Policy advice as provided in the Freedom of Information and Protection of Privacy Act.
 - Litigation matters and solicitors' legal advice
4. Items that may be considered in-camera include:
 - Internal governance matters of the board
 - Property acquisitions or disposals
 - Drafts of resolutions, bylaws or other legal instruments such as rules and regulations
5. Confidentiality shall be maintained respecting all discussions undertaken by the Board in camera.

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6. Attendance at in-camera sessions shall be at the discretion of the board.
 - 6.1 All board members, with the exception of those who are deemed to be in conflict of interest as defined in GP-7, are required to attend all in-camera meetings.
 - 6.2 The president shall attend all in-camera meetings, except where issues of his/her performance or compensation are being discussed, at which time he/she may be excluded from the proceedings at the direction of the chair.
 - 6.3 Senior staff will be included in in-camera discussions at the discretion of the chair. They will normally be excluded only when issues of performance or remuneration of the president are under discussion.
 - 6.4 The Board Secretary will be in attendance at all in-camera sessions.
 - 6.5 Resource persons may be invited to in camera board meetings.
7. Any matter considered in camera shall be communicated to the public in the open general meeting once all sensitive issues have been dealt with, and the confidential nature of matters under discussion has been respected.
8. Minutes of any part of a meeting that is held in camera shall be kept separately and made available for scrutiny only to members of the board and to anyone who may be authorized by the board to see them.
9. Board committee meetings will be held in camera.