

Policy (O&A) 2.9 Open & Closed Meeting Minutes and Documents

Background: Pursuant to The Community Charter Section 90, and HWD Bylaw 176, Meeting Procedures Bylaw, Section 9 which states that all meetings of the board are open to the public except where the board passes a resolution to close the meeting, or a portion of it, to the public. Further, the Bylaw states that the resolution must state in general terms the reason for closing the meeting.

Closed meetings will be referred to as “In-Camera”.

Policy Resolution:

1. Trustees hereby resolve that all meetings will be open to the public except where one or more of the following matters are to be discussed:
 - (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the district or another position appointed by the district;
 - (b) personal information about an identifiable individual who is being considered for a district award or honour, or who has offered to provide a gift to the district on condition of anonymity;
 - (c) labour relations or other employee relations;
 - (d) the security of the property of the district;
 - (e) the acquisition, disposition or expropriation of land or improvements, if the trustees consider that disclosure could reasonably be expected to harm the interests of the district;
 - (f) law enforcement, if the trustees consider that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
 - (g) litigation or potential litigation affecting the district;
 - (h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the district, other than a hearing to be conducted by the trustees or a delegate of the trustees;
 - (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the [Freedom of Information and Protection of Privacy Act](#);
 - (k) negotiations and related discussions respecting the proposed provision of a district service that are at their preliminary stages and that, in the view of the trustees, could reasonably be expected to harm the interests of the district if they were held in public;
 - (l) discussions with district officers and employees respecting district objectives, measures and progress reports for the purposes of preparing an annual report;

- (m) a matter that, under another enactment, is such that the public may be excluded from the meeting
2. If the only subject matter being considered at a board meeting is one or more matters referred to in subsection (1), the entire meeting will be closed to the public.
 - a. Trustees will determine at the start of each In-Camera meeting whether member of the public or the district officers and staff attending the public meeting must leave the meeting for the closed portion.
 3. In-Camera Minutes and Documents
 - a. In-Camera minutes and documents will be made available to the Trustees one full hour prior to the beginning of an open meeting or, as it the case of Subsection (2), an In-Camera meeting.
 - b. In-Camera minutes and documents will not be emailed or otherwise transmitted electronically except between the District's officers.
 - c. In-Camera minutes except those noted in subsection (3.d.) and documents provided to the Trustees for a meeting will be shredded by an officer of the District or the District's Chair immediately following the meeting and will not be removed from the District's office for any reason. Once shredded, documents may be removed for incineration by a district officer or trustee designated for that task.
 - d. Except as provided for in subsection (5), one printed copy of the approved In-Camera minutes will be provided to the Chair for signature, verifying the minutes of a true copy of approved minutes.
 - e. Printed and electronic copies of In-Camera minutes will be kept private and secure by the Corporate Administrative Officer indefinitely.
 4. Minutes will be recorded separately for the public portion of the meeting from the In-Camera portion.
 5. When the Corporate Administrative Officer is attending a meeting electronically, signatures on documents will be handled as resolved in Policy (O&A) 2.10 Use of Electronic Signatures.
 6. Minutes of the public meeting will be uploaded to the District's website library within 48 hours of approval.
 7. Agenda's of Open Meetings will be available 24 hours prior to a board meeting upon request and may be uploaded to the District's website at that time.
 8. Administrative Reports and background documents provided for In-Camera meetings are for the purposes of assisting the Trustees to make a fully informed decision and do not form a part of the public minutes.
 9. Administrative Reports and background documents provided for open meetings are public documents and are available to the public upon request.

Date Adopted: April 26, 2016