
POLICY BDC– In Camera/Committee of the Whole

The Board recognizes that a closed meeting may be necessary to discuss sensitive matters and to develop trustee understanding.

PURPOSE:

to provide clarification about when it is appropriate to have In-Camera or Committee of Whole Meetings.

GUIDELINES & PROCEDURES

Guidelines:

1. The Board may meet In-Camera/Committee of the Whole only when matters of discussion pertain to:
 - a) a matter that the majority of the trustees are of the opinion that it is in the public interest to hold the meeting, or part of the meeting, in private; This may include, but is not limited to:
 - i) studying a matter in depth to build Trustee understanding of an issue that may be coming before the Board;
 - ii) engaging in strategic planning activities;
 - iii) reviewing the functioning of the Board and Board development activities, and;
 - iv) providing advice to the Superintendent;
 - b) the security of the Board's property;
 - c) the personal information of individuals, including students and employees;
 - d) labour relations or employee negotiations;
 - e) a proposed or pending acquisition or disposition of property by or for Peace Wapiti School Division;
 - f) law enforcement matters, litigation or potential litigation brought by or against the Board;
 - g) the consideration of a request for access for information under the *Freedom of Information and Protection of Privacy Act* (FOIP).
2. The Board may meet In-Camera/Committee of the Whole only by proper resolution of the Board. The resolution shall be recorded in the Minutes of the Board.
3. The Board shall, during the In-Camera/Committee of the Whole meeting:
 - a) only discuss the matter which gave rise to the closed meeting; and
 - b) adopt only such resolution as it requires to re-convene the Board in an open, public meeting.

4. Board members and other persons attending the In-Camera/Committee of the Whole meeting are honor-bound not to disclose the details of the discussion. Absent Trustees should contact the Chair for a verbal update.
5. An Emergent Committee of the Whole Meeting may be called when circumstances require a meeting outside of the normal meeting schedule:
 - a) May be called by the chair of the board;
 - b) The notice will include the date, time and place of the meeting and the nature of the business to be transacted;
 - c) The notice will be provided to each trustee:
 - i) with a minimum of 48 hours' notice;
 - ii) by verified electronic means to the Peace Wapiti School Division E-Mail address of the trustee as shown on the records of the Board;
 - d) Participation at the meeting may be via electronic means, preferably conference call.

Procedures:

1. Such sessions shall be closed to the public and press.
2. That such a meeting will be or was held shall be recorded in the minutes of the preceding or subsequent regular meeting.
3. No notes or minutes will be kept.
4. The Board may invite employees or others to attend such sessions at its discretion.
5. No official action shall be taken In-Camera/Committee of the Whole, except such as may be required by statute. To take final action on any other matter discussed, the Board shall convene or re-convene in open session.
6. The Chair or designate will track instances where a board member declares a conflict of interest and record this in the minutes of the next Regular Board Meeting.

REFERENCES

Cross References:

Policy BD - Board Meetings

Legal Reference:

[Education Act](#) Section 64

[FOIP](#) Section 18

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