

PEACE WAPITI PUBLIC SCHOOL DIVISION NO. 76

POLICY BDC– In Camera/Committee of the Whole

The Board recognizes, occasionally it is in the public interest to discuss sensitive matters in closed meetings.

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. The Chair will verbally update absent Trustees.

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.

REFERENCES

Cross References: links to

[*BD_BoardMeetings.pdf*](#)

Legal Reference: School Act RSA 2000 Section 70
FOIP Section 18

BM#: 300-95; 57-05; 150-05