

Closed Meeting Policy P-02

Adopted date: May 11, 2022	Amended date:	Next Review: 2029
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OBJECTIVE

This policy defines the circumstances in which closed meetings are held and how they are handled.

DEFINITIONS

“District” means Van Anda Improvement District

“In Camera” means an "in private" session, a meeting, or portion of a meeting, where one or more of the people normally in attendance are excused.

POLICY

All meetings of the Van Anda Improvement District (VAID) Board will be open to the public unless the issue(s) being dealt with specifically necessitate public exclusion. If a majority of the Board deems an issue contrary to public interest thus warranting public exclusion, the matter will then be dealt with in an "in-camera" meeting.

CRITERIA FOR IN CAMERA DISCUSSION

Part of a Board meeting or separate meeting may be closed to the public if the subject matter being considered relates to one or more of the following:

- labour or other employee/volunteer relations, performance or remuneration;
- matters about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the District, or who is a VAID customer;
- acquisition, disposition or management of land or improvements;
- negotiations and related discussions respecting the proposed provision of a VAID service that are at their preliminary stages;
- legal or compliance issues, or the integrity of VAID's financial condition;
- law enforcement, litigation or potential litigation, advice that is subject to solicitor-client privilege including communication necessary for that purpose.

CONFIDENTIALITY OF IN CAMERA DISCUSSIONS

All persons attending closed sessions are honour-bound not to discuss or disclose any information relating to confidential discussions.

POLICY

IN CAMERA PROCEDURES

Meeting procedures are the same as for Regular Meetings, except for:

- When an in-camera meeting is called there will be a majority of the Board.
- Minutes of previous in camera meetings are approved in-camera.

Following an in-camera meeting, and when information is no longer deemed confidential or sensitive, the Board will report its decisions at the next regular Board meeting

DISCLOSURE OF IN CAMERA MINUTES AND/OR RECORDS

Records will be addressed as a Freedom of Information Request. Minutes of in-camera meetings may be disclosed partially or in their entirety on a case by case basis, at the discretion of the Board provided that the disclosure of the content of the minutes will not harm the interests of the District, or as required or permitted by law.

RELATED DOCUMENTS

- Confidential Information Policy
- Freedom of Information Policy
- Meeting Procedures By-Law
- Oath of Office for Trustees
- Freedom of Information and Protection of Privacy Act
- Local Government Act