



**BOARD GUIDELINES FOR**

**IN CAMERA MEETINGS**

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COMMITTEE: Governance Committee	PASSED: May 9, 2013
TOPIC: Board Governance	AMENDED: 26 November 2015; 26 May 2016
	REVIEW PERIOD: As required.

**BOARD GUIDELINES**

Pursuant to section 90 of the *Community Charter*, the NVDPL Board ensures that all subject matters that apply to this section of the *Charter* are discussed in an In Camera meeting and all In Camera Library Board Meetings will make reference to the section of the *Charter* that makes that meeting a closed meeting.

In camera meetings are not for general Board discussions. The Library Board meetings are public open meetings and our agendas are posted and minutes made accessible for the public on our website and in print in our branches.

Minutes will be taken at In Camera meetings but these do not have to be made public but must be documented. There may be times that it is required to take an in camera discussion decision out of in camera to make the information public. This could be a budget or service reduction decision. Budget in itself is not a closed matter but rather the implications of budget reductions on particular positions are the reason for an in camera meeting while in the discussion and review stage.

The following are the various sections of Section 90 of the *Community Charter* that should inform the Board's decision to move an item to a closed meeting. The Director of Library Services is present at all In Camera Meetings with the exception of closed meetings where the topic is the Director Review process.

The Board Chair will ensure that in-camera meeting do not move into other topics that should otherwise be discussed in an open, public regular Board Meeting.

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Excerpt from *Community Charter*:

**90 (1)** A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

- (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- (c) labour relations or other employee relations;
- (d) the security of the property of the municipality;
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (f) law enforcement, if the council considers 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 municipality;
- (h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the council or a delegate of council;
- (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 municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*];
- (m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);
- (o) the consideration of whether the authority under section 91 [*other persons attending closed meetings*] should be exercised in relation to a council meeting.

Source: Excerpt from *Community Charter*. Accessed April 22, 2016.

[http://www.bclaws.ca/civix/document/id/complete/statreg/03026\\_04#section90](http://www.bclaws.ca/civix/document/id/complete/statreg/03026_04#section90)