
POLICY BDC– Closed Sessions and Committee of the Whole Meetings

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 Closed or Committee of Whole Meetings.

DEFINITIONS:

Closed Session: is a private session, generally held during a public meeting; not public

Committee of the Whole: is a less formal, discussion-oriented meeting; not public

GUIDELINES & PROCEDURES

Guidelines:

1. Unless special arrangements have been made, discussions on agenda items shall be confined to trustees, the Superintendent, and the appropriate members of the Division's staff.
2. The Superintendent (or designate) will be present in all Committee of Whole Meetings or Closed Sessions, except when the performance of the Superintendent is being discussed.
3. The Board may have Closed sessions or Committee of the Whole Meetings 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 Public Division;
 - f) law enforcement matters, litigation or potential litigation brought by or against the Board;

- g) the consideration of a request for access to information under the *Access to Information Act* (ATIA).
- 4. Closed Sessions:
 - a) will only be held by proper resolution of the Board during the Public Meeting. The resolution shall be recorded in the Minutes of the Board Meeting. Minutes are not taken during Closed Sessions;
 - b) discussion will be limited to only the matter which gave rise to the closed meeting.
- 5. Committee of the Whole Meetings:
 - a) discussion will be limited to the published agenda items. Minutes are not taken during Committee of the Whole meetings;
 - b) shall be scheduled in the annual Board Work Plan.
- 6. Board members and other persons attending the Closed Session or 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.
- 7. 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 Public School Division email address of the trustee as shown on the records of the Board;
 - d) Participation at the meeting may be via electronic means.

Procedures:

- 1. Such sessions shall be closed to the public and press.
- 2. No notes or minutes will be kept.
- 3. The Board may invite employees or others to attend such sessions at its discretion.
- 4. No official action shall be taken at Closed Sessions or Committee of the Whole meetings, 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.
- 5. 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

[*Access to Information Act*](#) Section 21

[*Protection of Privacy Act*](#)

[*Board Procedures Regulation*](#)

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