

The South Slave Divisional Education Council believes it is fundamentally duty bound to preserve if not enhance the public trust in education generally and in the affairs of its operation in particular. The Council believes that the public trust is preserved and enhanced through the conduct of its business through regular public meetings and through the availability of approved minutes of those meetings.

The Council recognizes, however, that there may be occasions where it is in the best public interest to discuss sensitive and/or confidential matters in in-camera meetings that are closed to the public. Council members and all other persons attending closed sessions are honour-bound not to discuss or disclose any information relating to confidential discussions.

## **REGULATIONS**

- 1) The following matters shall be considered confidential unless otherwise determined by the Council:
  - a) all matters pertaining to individual students,
  - b) all personnel matters pertaining to individual Council members and/or employees, including, but not limited to: salary and benefits; staffing and supervision processes including screening, interviews, references, offers, appointments, appeals, transfers, resignations, assignments, promotions, demotions and employment status; individual employee requests; and, the evaluation, conduct, discipline, suspension, termination and grievance of employees
  - c) accident claims and other matters where Council liability may arise
  - d) legal opinions and/or litigation respecting the liability or interest of the Council or its employees
  - e) all matters that are restricted by the provisions of the Access to Information & Protection of Privacy Act (ATIPPA)
  - f) preparatory considerations including transitory or draft records and advice including, but not limited to offers and contractual or other negotiations, disclosure of which could reasonably be expected to impair the ability of the Council or its administration to effectively carry out its business
  - g) any document or oral information given or obtained, whether directly or indirectly, to a member(s) and characterized by either the Chairperson or the Superintendent as being confidential
  - h) such other matters as the Council may decide is in the public interest
- 2) Closed in-camera sessions of the Council are guided by the following provisions:
  - a) Closed sessions are usually held the evening before or the day of the Council's regular public meetings unless otherwise specified by the Chairperson and with the approval and availability of quorum of the Council
  - b) Should a closed session occur on the day of a regular scheduled public meeting, a motion of the Council shall be required to convene an in-camera session

- c) An agenda shall be prepared by the Superintendent under the direction of the Chairperson
- d) If it is difficult to determine whether a matter should be discussed in-camera or in a public meeting of the Council, the matter shall be reviewed in-camera prior to any public discussion
- e) Closed sessions may result in direction given to the Superintendent, the Chairperson or other members, however, the Council may adopt only such a motion as is required to reconvene the Council in an open, public meeting
- f) All confidential documentation distributed during in-camera session shall be returned to the Superintendent prior to motion to bring the in-camera session to a close

References:     *Education Act*, Sections 110, 111  
                  *Access to Information & Protection of Privacy Act (ATIPP)*  
                  Roberts' Rules of Order

Date:             October, 2004

Amended: