



Type: General Management
Authority: Board
Related Documents:

Preamble

The Grey Bruce Hospice Inc. (GBH) Board, from time to time, may need to have discussions which are required to be held in confidence. This policy outlines how and when such discussions are permissible.

Policy Statement

The Board will follow all legislated requirements for closed of In-Camera sessions, including those outlined by the Ontario Non-for-Profit Corporations Act, RSO 2010.

112.01 Triggers for an In-Camera Meeting (Closed Session)

A meeting or part of a meeting may be closed if the subject matter being considered is:

1. the security of the property of the Board;
2. personal matters about an identifiable individual;
3. a proposed or pending acquisition or disposition of land by the Board;
4. labour relations or employee negotiations;
5. litigation or potential litigation, including matters before administrative tribunals, affecting the Board;
6. advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
7. a matter in respect of which a Board or Committee of a Board may hold a closed meeting under another Act.

112.02 Moving In and Out of Closed Session

1. In order to enter a Closed Session:
 - a. The Chair will identify why the Board is moving into closed session;
 - b. A motion will be made stating the reason to move in-camera, stating the time;
 - c. Only that business may be discussed in-camera;
 - d. Only those relevant to the discussions should remain in the room; and
 - e. Only resolutions pertinent to the purpose, and only those which must be protected for privacy may be completed in closed session.
2. Upon exiting closes session:
 - a. A motion to move into open session will be made, stating the time;
 - b. A resolution to accept any motions made in camera will be completed; and
 - c. Any further, non-private resolutions regarding the discussion can be made.

112.03 Minuting a Closed Session

1. Minutes will be completed by the Board Secretary, or if the Secretary was not in the room, by an appointed member.
2. These minutes will be kept in a locked file or secure e-file.

112.04 Review Cycle

This policy will be reviewed at least every three years.

Original Approval: 11-23-2022

Reviewed On:

Revised On: