



Policy Code – Version: G8 – V2
Policy Name: In-Camera Meetings
Approved by motion of Board on 26/10/2015
Cross Reference G2 - OSTA Board of Directors Meetings – Electronic Participation; G19 - OSTA Board of Directors Meetings
Related Forms

Policy Statement

1. Ottawa Student Transportation Authority Board of Directors meetings may have in-camera sessions that are restricted to only those persons who are members of the Board of Directors and any other authorized person who the Directors, by resolution, authorize to be present.
2. OSTA may proceed in-camera to deal with the following items;
 - a. The security and property of OSTA;
 - b. The disclosure of intimate, personal or financial information in respect of an employee or prospective employee of OSTA or with respect to an employee or member of the School Board members of OSTA or a pupil or his or her parent or guardian of the School Boards;
 - c. The acquisition and disposal of property of OSTA;
 - d. Decisions in respect to negotiations or of human resource matters with employees of OSTA;
 - e. Potential or ongoing litigation affecting OSTA;
 - f. Circumstances where the Board of Directors will review a legal opinion with respect to an issue involving OSTA;
 - g. The review of any commercial or financial information of any contractors with OSTA or any issue relating to procurement of any goods or services on behalf of OSTA;

- h. A meeting of the Board of Directors shall be closed to the public when the subject matter under consideration involves ongoing investigation under the *Ombudsman Act* respecting either the member School Boards or OSTA
3. The Board of Directors shall, by way of a motion, direct staff to prepare a confidential report concerning time-sensitive in-camera information which directly and significantly impacts the Member School Boards' Budget or Operations, and which Directors can share with their respective Board of Trustees, *in confidence*. All other in-camera minutes and discussions shall remain confidential to OSTA.

Procedure

1. It is at the discretion of the President to determine whether a portion of the meeting will be identified as in-camera for agenda planning.
2. A separate agenda for in-camera sessions will be prepared and the circulation restricted to the participants of the in-camera session.
3. OSTA may proceed in-camera to deal with the following items;
 - a. The security and property of OSTA;
 - b. The disclosure of intimate, personal or financial information in respect of an employee or prospective employee of OSTA or with respect to an employee or member of the School Board members of OSTA or a pupil or his or her parent or guardian of the School Boards;
 - c. The acquisition and disposal of property of OSTA;
 - d. Decisions in respect to negotiations or of human resource matters with employees of OSTA;
 - e. Potential or ongoing litigation affecting OSTA;
 - f. Circumstances where the Board of Directors will review a legal opinion with respect to an issue involving OSTA;
 - g. The review of any commercial or financial information of any contractors with OSTA or any issue relating to procurement of any goods or services on behalf of OSTA;

- h. A meeting of the Board of Directors shall be closed to the public when the subject matter under consideration involves ongoing investigation under the *Ombudsman Act* respecting either the member School Boards or OSTA
4. A Board motion is required to move into, and rise from, an in-camera session of the Board of Directors.
5. During an in-camera session, all persons who are not members of the Board of Directors or authorized to attend by Directors shall be excluded from the meeting.
6. Notwithstanding the Administrative Procedure #5 above, the Board of Directors may approve, by resolution, that individuals such as legal counsel, visiting Trustees of member school boards, consultants, presenters, or staff may be permitted to attend all or a portion of the in-camera session.
7. In-camera minutes shall be distributed only to those persons in attendance and the Ottawa Student Transportation Authority will require that those persons, to whom such minutes were distributed, keep the content of those minutes confidential.
8. As directed by the Board the GM/CAO will prepare a confidential report concerning time-sensitive in-camera information which directly and significantly impacts the Member Boards' budget and which Directors can share with their respective Board of Trustees, in confidence.