

<b>TITLE:</b> Meetings in the Absence of the Public		<b>POLICY:</b> B-2025	
<b>COMMITTEE:</b>	Governance and Nomination	<b>PASSED:</b>	April 26, 2016
		<b>AMENDED:</b>	March 9, 2021
<b>TOPIC:</b>	Board Management/ Governance	<b>REVIEW PERIOD:</b>	Every 5 years

In accordance with the Libraries Act of Alberta, every meeting of the Board is open to the public.

However, meetings may be held in camera, in the absence of the public, to discuss any matter that:

- a) may result in disclosure of information protected under the Freedom of Information and Protection of Privacy Act of Alberta;
- b) is described in Section 18(1) of the Alberta Freedom of Information and Protection of Privacy Regulation (AR 186/2008).

Such matters may include confidential and private issues, personal or business information pertaining to the Library, its employees or a third party.

A motion to move in camera must stipulate the grounds for moving in camera and whether any written correspondence or report(s) or any part thereof are planned for public release.

All in-camera meeting agenda items and supporting material and discussions shall remain strictly confidential, except in cases when:

- the Board of Trustees determines that the information should be submitted to a public meeting of the Board of Trustees,
- the Board of Trustees specifically authorizes its public release, or

A motion of the Board of Trustees is required if this information is to be provided to any persons other than to the Board of Trustees or to employees or agents of the Board of Trustees who require such information to carry out the duties of their job.

No motion shall be passed during an in-camera meeting apart from the motion to revert to a public meeting.

**Related Policies and Information:**

- [Freedom of Information and Protection of Privacy Act of Alberta](#)
- [Alberta Freedom of Information and Protection of Privacy Regulation](#)
- [Libraries Act of Alberta](#)