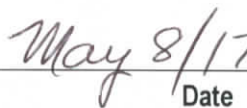


Policies and Procedures

Section: Governance	Policy Number: 2011-06
Subject: Confidentiality	Effective Date: June 8, 2011
Approved by: Board of Directors	


Chairperson


Date

Confidentiality

Purpose

To ensure that confidential matters are not disclosed until disclosure is authorized by the board.

Policy

The directors owe to the corporation a duty of confidence not to disclose or discuss with another person or entity, or to use for their own purpose, confidential information concerning the business and affairs of the corporation received in their capacity as directors unless otherwise authorized by the board.

Every director shall ensure any statement made to the press or public is authorized by the board after consulting with the Ministry of Health and Long Term care.

Application

This policy applies to all board and non-board committee members.

Confidentiality Agreement

All board members are to sign a confidentiality agreement prior to starting their term as set out in Appendix #1.

Confidential Matters

1. All matters that are before a committee of the board are confidential unless they have been determined not to be confidential by the chair of the relevant committee.
2. When confidential topics need to be discussed, "In Camera" meetings will be held. Generally meant for board members only but others may be invited. "In Camera" meeting procedures may be adjusted to meet special circumstances as determined by those in attendance. Topics may include but are not limited to: personnel items,

Policies and Procedures

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HR matters and planning, labour relations, legal and liability matters and allocation of financial resources.

Procedure for Maintaining Minutes

1. All minutes of meetings of committees of the board shall be marked confidential and shall be handled in a secure manner.
2. "In Camera" meeting minutes are recorded by the board secretary or his designate in their absence and are marked Confidential. A copy of the minutes is to be forwarded to the board chair within one week of the meeting. Printed copies will be provided by the board secretary/designate and presented to each board member at the subsequent General Meeting. Once read and approved these copies will be collected and shredded by the secretary/designate. Approval of "In Camera" minutes will be noted in the agenda and a copy of the minutes will be held by the Board Chair. "In Camera" minutes will not be circulated electronically unless specifically requested by the Board/Meeting Chair. Requests to access these minutes will be directed to the Board Chair for consideration.
3. At the end of the Board Chair's term, the minutes of "In Camera" meetings will be passed along to the new Board Chair directly.
4. The occurrence of "In Camera" activities will be noted in the general meeting agenda and minutes. The "In Camera" participants will determine what details will be recorded in the general minutes.