

Policies and Procedures

Section: Governance	Policy Number: 2011-06
Subject: Confidentiality	Approved by: Board of Directors
Original Effective Date: June 8, 2011	Revision Dates: May 8, 2017

Chairperson

Date

Confidentiality - Draft 2

Purpose

To ensure that confidential matters are not disclosed until disclosure is authorized by the board. This Policy applies to Board and non Board members.

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 **or Board Committee members** unless otherwise authorized by the board. All minutes of meetings of the Board or Board committees shall be marked confidential and shall be handled in a secure manner.

For matters related to Board spokesperson and media contact and public discussion refer to the Code of Conduct Policy 2011-04.

Confidentiality Agreement

All board members are to sign a confidentiality agreement prior to starting their term **and on an annual basis. See attached form.**

In Camera Meetings

When confidential topics need to be discussed, "In Camera" meetings **may** be held. **These are** generally meant for board members only but others may be invited **or excluded**. "In Camera" meeting procedures may be adjusted to meet special circumstances as determined by those in attendance.

In camera sessions have a legitimate purpose but their use should be limited because they may restrict the range and quality of information available to the board.

Policies and Procedures

Section: Governance	Policy Number: 2011-06
Subject: Confidentiality	Approved by: Board of Directors
Original Effective Date: June 8, 2011	Revision Dates: May 8, 2017

The Board may, by motion and vote of the directors, add an in camera session to any meeting agenda where the item to be discussed concerns:

- **Confidential personnel matters about an identifiable individual, including employees, directors, or members**
- **Contractual matters, including matters subject to confidentiality agreements with third parties**
- **Litigation or potential litigation**
- **The receiving of advice that is subject to privilege, including communications necessary for that purpose.**

Procedure for Maintaining **In Camera** Minutes

The minutes of any board meeting that has involved an in camera session must reflect that the session took place. The subject of the in camera session, the decision made, and where possible, the reason(s) for the decision, should be recorded in the meeting minutes. The board will provide clear direction to the Secretary on what should be minuted and what should not be minuted with respect to this session.

Separate minutes of the In Camera session are to be recorded *in a word document* by the Secretary or designate, using the Attached In Camera Meeting Template. The Board will provide direction on what is to be minuted. *Once the word document is complete, select information, then protect document, then encrypt with password, enter in a password.*

The in camera session minutes will be distributed within one week to the Board Chair. The minutes will be emailed to the Administrative Assistant or the Office Administrator to upload to the board portal for the next Board meeting. At the subsequent Board meeting the minutes will be shared with the Board except for any members with a conflict of interest with the original In Camera session.

For face to face meetings, member copies will be distributed for review and after approval will be collected by the Secretary/designate and shredded. For virtual meetings the In Camera minutes will be posted *on the Board portal under the*

Policies and Procedures

Section: Governance	Policy Number: 2011-06
Subject: Confidentiality	Approved by: Board of Directors
Original Effective Date: June 8, 2011	Revision Dates: May 8, 2017

upcoming Board meeting date for review. The document will be password protected and the password will be shared with appropriate/applicable members.(Do we want the minutes removed after the meeting then add a note to advise the Administrative Assistant or Office Administrator to remove the minutes once approved.

Approved minutes will be kept confidential and separately along with any materials considered as part of the in camera meeting by the Board Chair. Any requests for access to in camera minutes by any individual should be directed to the Board Chair for consideration.

At the end of the Board Chair's term, the minutes of In Camera sessions will be passed along to the new Board Chair directly.