

<b>Subject:</b> Release of Closed Meeting Minutes	
<b>Branch:</b> Executive Management Branch	
<b>Department:</b> Public	<b>Policy Reference:</b> 0550-00

### Purpose

The purpose of this policy is to promote transparency and accountability as well as provide guidance on the effective release of Comox Valley Regional District (CVRD) board and committee closed meeting minutes.

### Scope

This policy applies to the release of minutes from closed meetings of the CVRD board and when requests are made by members of the public and / or other organizations for CVRD board and committee minutes from sessions that are closed to the public. This policy applies only to the minutes from closed sessions. Records that are considered at closed sessions are managed separately and released to the public through CVRD board resolution and application of the Freedom of Information and Protection of Privacy Act (FOIPPA).

### Guiding Principle

Records are managed at the CVRD under a guiding principle that information is open by design and closed by exception. The FOIPPA sets the framework for public access to CVRD records while setting limits in order to protect third party, personal and corporate interests, as required.

Where reports are prepared for closed sessions, CVRD staff undertake a public release exercise to identify:

- (a) when the confidential material can be released; and
- (b) the specific contents of the material to be released.

The board may consider the results of this exercise and support, reject or alter the proposed release of information.

### Policy Statement

1. The corporate officer will review requests by members of the public or other organizations for minutes from closed sessions of CVRD board or committee meetings and authorize the release of records according to FOIPPA, best practices identified by the BC Ombudsperson and orders issued by the Office of the Information and Privacy Commissioner.

2. Annually, the corporate office will review and compile the closed meeting minutes of the board from the previous year and present a report at an in-camera meeting of the board to consider the release of such information. Once the board has approved the release of the minutes, a report will be presented at the next regular open board meeting.
3. With respect to section 2, the release of closed board meeting minutes will include the attendance, beginning and ending times, topics and resolutions and associated voting records that the board has resolved to make public.
4. Where items are redacted from closed meeting minutes that are made public, the relevant section of FOIPPA will be referenced to identify the reason for redaction.

**Approval History**

Policy adopted:	April 28, 2015
Policy amended:	August 28, 2018