



Board Meetings: Closed Meeting

Stronger libraries. Stronger communities.

Overview

- 1) Closed Meeting is a **Legislated** Activity
- 2) Closed Meeting is a **Planned** Activity
- 3) Closed Meeting is a **Structured** Activity

“Except as provided in this section, all meetings shall be open to the public.”

PLA s.16.1(2)

A meeting or part of a meeting may be closed to the public if the subject matter being considered is...

PLA s.16.1(4)

- (a) the security of the property of the board;**
- (b) personal matters about an identifiable individual;**
- (c) a proposed or pending acquisition or disposition of land by the board;**
- (d) labour relations or employee negotiations;**
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the board;**
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;**
- (g) a matter in respect of which a board or committee of a board may hold a closed meeting under another Act. 2002, c. 17, Sched. C, s. 24 (5).**

Public Libraries Act AND Municipal Freedom of Information and Protection of Privacy Act

“A meeting shall be closed to the public if the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* if the board or committee of the board is the head of an institution for the purposes of that Act.”

PLA s.16.1(5)

Before holding a meeting or part of a meeting that is to be closed to the public, a board or committee of the board shall state by resolution ...

PLA s.16.1(6)

- (a) the fact of the holding of the closed meeting; and**
- (b) the general nature of the matter to be considered at the closed meeting**

Sample Agenda

Trillium Public Library Board Meeting

1. Call to Order
2. Confirmation of Agenda
3. Declaration of Conflict of Interest
4. Consent Agenda Items
 - a) Approval of the Minutes of the previous meeting
 - b) Statistic and Financial Reports (from previous month)
 - c) CEO Report
5. Committee Reports
6. New Business
7. **Closed Meeting**

Motion: “THAT the Trillium Public Library move into a session that is closed to the public in accordance with the Public Libraries Act, Section 16.1(d) labour relations or employee negotiations.”

Moved by:

Seconded by:

Result:

Motion: “THAT the Trillium Public Library move out of a session that is closed to the public at [time].”

Moved by:

Seconded by:

Result:

[placement of any motions for voting coming out of the closed meeting]

8. Adjournment

Closed Meeting Conduct

- Discussion and debate
- Confidentiality
- Motions and Voting
- Minutes

“Subject to subsection (8), a meeting shall not be closed to the public during the taking of a vote.”

PLA s.16.1(7)

Closed Meeting Motion

THAT the Trillium Public Library Board has accepted and excused the absences with cause of one of our members as discussed during closed meeting.



Closed Meeting Minutes

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Resources

- Governance Hub – Year One: [Meetings and Decision Making](#)
- Ministry of Government and Consumer Services – [Freedom of Information and Protection of Privacy Manual](#)
- Public Libraries Act – [Closed Meeting](#)
- [Municipal Freedom of Information and Protection of Privacy Act](#)
- LearnHQ – [Governance Fundamentals Recording](#)

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Questions? Contact Us!

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