



POLICY for OPEN BOARD MEETINGS

PURPOSE

Open Board meetings are conducted to provide the public with an opportunity to observe decision-making processes and to gain an understanding of the rationale for plans and decisions.

POLICY

The Board will conduct both open and closed Board meetings periodically. Open Board meetings will be conducted as follows:

Notice of Meeting

A schedule of the date, location and time of the Board's regular meetings will be posted in reception at 30 Isabella St., all agency main work sites and on the website. Changes to the schedule will be posted on the website.

Agendas and Board Materials

Agendas will be posted on the website and at 30 Isabella St. Agendas will note whether the Board meeting is open or closed.

Participation During the Meeting

The intent of the Open Board Meetings is to provide an opportunity for stakeholders to observe the work of the Board. Due to the complexity and time limitations, there will not typically be an opportunity for visitors to participate in Board discussions and deliberations.

***In Camera* Board Sessions and Closed Meetings**

Each Board meeting will include an *in camera* portion in which attendance is limited solely to Board members and individuals whose presence the Board has agreed is required for the matters under discussion. The reasons the Board may choose to address a topic at a closed session or during an *in-camera* session include but are not limited to:

- Matters involving property
- Matters involving litigation
- Material contracts
- Human resource issues
- Professional staff appointments, re-appointments
- Client issues
- Any matter that the Board determines, in its sole discretion, should be the subject of an *in camera* session.

The Board may also determine that some Board meetings will be closed. The use of Closed Board meetings is an important vehicle for enabling Board development, particularly during the orientation and integration of new members of the Board.

How to Bring a Matter Forward to the Board

Individuals who wish to bring an item forward for consideration by the Board must submit a request in writing to the Chair, care of the Children's Aid Society of Toronto 30 Isabella St., Toronto, ON M4Y 1N1. The Chair will decide whether the matter is to be addressed at a Board meeting and if so, will then schedule the item at an appropriate meeting. Alternatively, the Chair may, in the Chair's sole discretion, determine that the matter would be better addressed by a Board Committee or in another forum.

Approved by the Board September 17, 2009