

 DISTRICT OF RAINY RIVER SERVICES BOARD	SECTION: Governance
	POLICY TITLE: Board Meeting Operations
POLICY NO: G-4.0	POLICY AREA: Transparency and Public Interface
ORIGINAL DATE: May 21, 2026	OWNER: Corporate Secretary-Treasurer (CAO)
REVISION DATE: N/A	APPROVAL AUTHORITY: Board of Directors
NEXT REVIEW DATE: May 2030	APPROVED BY: Resolution #27/26

1. Purpose

To establish Board expectations for transparency, public notice, public participation, recording or livestreaming of open meetings, and the use of in-camera or closed sessions.

2. Scope

This policy applies to Board and committee meetings, delegations or presentations to the Board or a committee, recordings or livestreams created by or for the Corporation, and to persons authorized to attend in-camera or closed sessions.

3. Policy

3.1 The Board is committed to conducting its business openly, transparently, and in a manner that promotes public confidence.

3.2 Notice of meetings shall be provided in accordance with the Board-approved G-4.1 Public Notice Policy.

3.3 The Board supports fair and orderly opportunities for individuals and organizations to make delegations or presentations on matters within the Board's jurisdiction.

- Requests to appear before the Board shall be submitted, reviewed, approved, declined, deferred, or redirected in accordance with the Board-approved delegation, presentation, and public attendance procedure.
- Delegations or presentations are for the purpose of sharing information or views to the Board and do not include participation in Board discussion unless otherwise approved by the Chair.

3.4 The Board may record or livestream open meetings in accordance with this policy and any supporting Board-approved policies.

- Closed sessions shall not be livestreamed and shall not be recorded except where expressly authorized by law or by Board direction for a lawful purpose.
- Where an open meeting is recorded or livestreamed, the public shall be informed by notice, agenda, opening remarks, or other reasonable means.
- Official minutes remain the official legal record of Board decisions unless otherwise provided by law.
- The Board may suspend or discontinue a recording or livestream where technical issues, legal concerns, privacy risks, or safety or security concerns make that necessary.

3.5 In-camera sessions shall only be used where confidentiality is authorized by legislation, Board by-law, or other governing rules. Before moving in camera or into closed session, the Board shall pass a resolution in open session stating, in general terms, the nature of the matter to be considered without disclosing confidential information. When meeting in camera, the Board shall:

- Limit discussion to the approved confidential subject matter;
- Restrict attendance to those required or authorized for the matter;
- Protect the confidentiality of proceedings and materials; and
- Maintain an appropriate confidential record of the session.

3.6 In-camera sessions shall not be used for matters that can properly be discussed in open session or for the purpose of avoiding public discussion of non-confidential business.

4. Roles and Responsibilities

4.1 The Board is responsible for establishing the governance framework for transparency, public participation, recording or livestreaming, and use of in-camera or closed sessions.

4.2 The Chair or Presiding Officer is responsible for supporting orderly application of this policy during meetings, including public participation, recording or livestreaming notices, and discipline in closed-session practice.

4.3 The Chief Administrative Officer (CAO) is responsible for supporting implementation of this policy, including notice practices, delegation administration, record-keeping practices, and advice on closed-session and meeting transparency requirements.

4.4 The Recording Secretary or designate is responsible for carrying out assigned administrative duties related to notice, agenda support, delegation administration, meeting records, and confidential records management, where applicable.

5. Related Tools and Policies

- DRRSB By-Law No. 1 (2026)
- G-4.1 Public Notice Policy
- DRRSB implementation guidance, as relevant