

<b>IN-CAMERA</b>		<b>DOCUMENT TYPE: POLICY</b>
<b>DOCUMENT # 105</b>	<b>CATEGORY: GOVERNANCE &amp; OPERATIONS</b>	<b>DATE ISSUED: APRIL 30, 2019</b>
<b>APPROVED BY: THE BOARD</b>	<b>STEWARD:</b>	<b>LAST REVIEW DATE: APRIL 30, 2019</b>
<b>ENDORSED BY: COALITION CHIEF OFFICERS COMMITTEE</b>		<b>NEXT REVIEW DATE:</b>

**PURPOSE**

The Board of Governors (Board) carries out its functions primarily through meetings. Integral to this process are in-camera meetings.

There are times when a board should hold a discussion with only the Board present. This would mean the absence of non-board members, including the Chief Executive Officer (CEO), the recording secretary, and other staff. There are also times when in-camera meetings include the CEO.

The indiscriminate use of in-camera meetings can result in important input not being provided and those required to carry out the will of the Board may not be fully appreciative of the objectives.

**PRINCIPLES**

**POLICY**

The Board will hold a regular in camera meeting, usually as the last item of the agenda of each Board meeting. The placement of the in camera at the end of the meeting ensures that the flow of the meeting is not unduly disrupted and that critical information is provided to the Board that may be required prior to the in camera session. In-camera process is to be used judiciously and respectfully. In camera sessions must facilitate Board decision-making.

It is critical that the Board Chairperson ensure that adequate information is provided to the Board before critical decisions are made.

**DEFINITIONS**

n/a

**LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES**

n/a

**LINKS TO OTHER POLICIES, DOCUMENTS, AND WEBSITES**

In-Camera Procedures

<b>IN-CAMERA</b>		<b>DOCUMENT TYPE: POLICY</b>
<b>DOCUMENT # 105</b>	<b>CATEGORY: GOVERNANCE &amp; OPERATIONS</b>	<b>DATE ISSUED: APRIL 30, 2019</b>
<b>APPROVED BY: THE BOARD</b>	<b>STEWARD:</b>	<b>LAST REVIEW DATE: APRIL 30, 2019</b>
<b>ENDORSED BY: COALITION CHIEF OFFICERS COMMITTEE</b>		<b>NEXT REVIEW DATE:</b>

The Board Chairperson will inform the CEO of the outcomes or decisions made in camera as soon as practicable after the in camera meeting.

**DEFINITIONS**

**Board** - shall mean the appointed Board of Governors of each College

**In camera** - comes from the Latin word for "in a chamber". It is a legal term meaning "in private". In camera can describe closed board meetings that cover information not recorded in the minutes or divulged to the public. Such sessions may discuss personnel, financial, or other sensitive decisions that must be kept confidential.