



Policy Name	In-Camera		
Policy #	505	Category	GOVERNANCE
Steward	Board of Governors	Date Approved	July 1, 2023
Next Review Date		Date Reviewed or Revised	Feb. 29, 2024

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 President and CEO the recording secretary, and other staff. There are also times when in-camera meetings include the President and 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.

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

DEFINITIONS

n/a

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

n/a

LINKS TO OTHER POLICIES, DOCUMENTS, AND WEBSITES

In-Camera Procedures

DEFINITIONS

Board - Shall mean the appointed Board of Governors of the 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.