



IN CAMERA POLICY	
Classification: Governance	Effective Date: May 18, 2018
Approval Authority: NCC Board	Latest Revision: N/A
Implementation Authority: Board Chair	

POLICY:

As a publicly funded community organization, the Board of the New Canadians Centre Peterborough aspires to a governance standard that is both open and transparent. While Board meetings are generally open to the public, the need for private and closed (*in camera*) discussion of confidential matters will arise from time to time. The purpose of this policy is to provide guidance to the Board Chair and Directors in determining those agenda items most appropriately addressed *in camera*.

As a general guideline, the Board Chair will direct that the meeting move *in camera*, if any of the following items are to be dealt with:

- Human resource issues and employment matters
- Professional staff appointment, re-appointments and credentialing issues
- Matters that are or may be subject to litigation
- Matters involving property
- Material contracts
- Client issues
- Donor issues
- Media (traditional and social) /public relation issues
- Some board governance matters, such as peer review or self-evaluation results

This list is not exhaustive and so the Board Chair may, at their discretion, order the meeting to be moved *in camera* for any other sensitive or confidential matters.

Staff members, guests or counsel may remain during an *in camera* session at the discretion of the Chair or the consent of the meeting attendees.

In addition, Board meetings will conclude with a standing *in camera* agenda item to allow Directors the opportunity to raise questions or concerns in a confidential forum. Generally staff will be excused from these discussions.



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PROCEDURE:

The Secretary will identify in the minutes those agenda items dealt with *in camera* and/or the transition of the meeting into or arising from an *in camera* session. *In camera* discussions will not be minuted; however, where a Board decision or direction arises from an *in camera* session, a general motion for each decision or direction will be recorded in the regular board minutes.