



IN CAMERA POLICY	
Classification: Governance	Effective Date: May 18, 2018
Approval Authority: NCC Board	Latest Revision: April 28, 2022
Implementation Authority: Board Chair	

1. Policy Statement

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 may have individuals in attendance who are not Board members, the need for private and closed (*in camera*) discussion of confidential matters will arise from time to time.

2. Purpose

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*.

3. Definitions

Confidentiality vs Secrecy: Confidentiality prevents undue harm to the organization and its assets. It is reconcilable with transparency and accountability. It requires but does strain trust. Secrecy attempts to protect someone or something from scrutiny and is not reconcilable with transparency or accountability. It demands and misuses trust.

The confidentiality achieved from In-Camera Sessions is intended to address one or more of three purposes:

1. To protect the organization, its operations, economic interests and delivery of its mandate from harm that could result from the release of certain information that may be premature or could distort in transmission and may compromise a standing.
2. To protect individuals when the release of certain information would be an unreasonable invasion of their personal privacy.
3. That participants can freely express their opinions in the best interests of the corporation without fear of being quoted or targeted for point of view, be it dissent.

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.

As full voting members, all members of the board should be included in *in camera* discussions except where a conflict of interest is declared or is identified by the Chair.

4. Procedures

A. Board agenda

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 Management will be excused from these discussions.

B. Role of the Chair

Care must be exercised by the Chair to ensure that *in camera* sessions remain focussed on appropriate items and do not digress into areas that should be discussed in the presence of management. The Board Chair must exercise his/her authority as chair to determine the appropriateness and relevance of issues raised *in camera*, and to provide opportunities for all board members to contribute meaningfully to the discussion.

C. Exceptions

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

D. Minutes of In-Camera Session

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.

E. General administration

When an in-camera meeting is called or asked for during a regular meeting, a motion is required to state the purpose and the type and the time should be noted. The same procedure applies when a motion is made to rise and report and/or go out of camera.



**NEW
CANADIANS
CENTRE**
PETERBOROUGH

221 Romaine Street
Peterborough, ON K9J 2C3

Tel (705) 743.0882
Fax (705) 743.6219

info@nccpeterborough.ca
www.nccpeterborough.ca

Except for the one master copy of the Board decision or direction kept by the Executive Director or the Chair of the Board as appropriate for corporate records, the remaining documentation should be shredded along with any in camera supporting material that may have been provided. Should transmission necessitate distribution by electronic means, all such material that includes but is not limited to the agenda, and material, should be deleted upon completion of the meeting.