

## In-Camera Session Policy

*In-camera* sessions: Private, closed meetings open to board members and explicitly invited guests. Members of the public and the media are not permitted to be present.

### Purpose

The Board of Directors may hold an in-camera session to privately discuss and deliberate on sensitive matters. In the interests of maintaining transparency and accountability, the use of in-camera sessions should be limited to only occasions when absolutely necessary.

The Board may conduct an in-camera meeting if one or more of the following matters will be discussed:

- Information concerning an application for registration, a complaint or any other matter where public disclosure would be an unreasonable invasion of personal privacy
- Personnel, human resource or contractual matters
- Matters relating to the College's review of the financial audit
- Matters subject to solicitor-client privilege
- Information involving matters that the College would be required or authorized to maintain confidentiality in accordance with Section 71 of the *Social Work Profession Act*
- Information that the College is otherwise required by law to keep confidential

### Procedure

In-camera sessions are arranged and approved by the President. Any Board member may request, through the President or designate, an ad-hoc in-camera meeting at any time. The Executive/Registrar, or any other explicitly invited guest, may participate in an in-camera session at the discretion of the President.

The President is responsible for ensuring that in-camera sessions remain focused on the designated items and do not digress into areas applicable to the public record. The President has the authority to determine the appropriateness and relevance of the issues raised in camera.

### Limitations

No Board motions shall be made in-camera. Required motions arising from in-camera session will be made in the regular session of the Board and will be recorded in the Board minutes available to the public.

### Record Keeping

In-camera sessions are not recorded in the minutes of the Board meeting and Board members shall not maintain personal records of in-camera sessions.

#### Communication

The President or designate will provide an oral update to Board members not present during an in-camera session, as deemed necessary. If the Executive Director/Registrar is not present during an in-camera session, the President and/or Vice-President will meet with the Executive Director/Registrar after the Board meeting regarding operational, personnel or any other matter discussed during the in-camera session deemed relevant.