

In-Camera Sessions Policy (2.4)

Policy:	In-Camera Sessions	Effective Date:	Feb, 2022
Last Review Date:	Oct 19, 2023	Next Review Date:	Nov/26
Review Frequency:	Every 3 years (November) Gov & HR Committee	Related Supporting Documents:	Bylaws Council Charter Executive Director Charter

Principles

Meetings are most effective when, in addition to Council or Committee members, those people whose input is required attend and participate in the meeting (e.g., Council members plus members of Senior Management, outside advisors and invited guests as determined by the Chair and the Executive Director).

In general, CRNS embraces the principle of transparency, and seeks to be inclusive in who may attend meetings, including the public at Council meetings.

However, there are specific circumstances where limitations are called for during meetings, either to protect the confidentiality and sensitivity of matters that could cause harm to the College or individuals, or to facilitate the frank sharing of assessments by individuals charged with governance (oversight and control) responsibilities. These are called “in-camera” sessions.

This Policy outlines the different types of in-camera sessions at CRNS, when they should be used and who should be included or excluded.

Policy

The first type of in camera session is when CRNS Council or a committee may exclude members of the public and meet in a closed or in-camera session. Legitimate agenda items include:

1. Sensitive matters about an identifiable individual that requires Council or committee discussion;
2. Matters that are or may become the subject of litigation or are related to confidential legal, civil, or criminal proceedings; and
3. Other matters which are deemed confidential by statute or Bylaw.

The second type of in-camera session is when CRNS Council or a committee may exclude members of the public, management and staff but the Executive Director would remain in the in-camera session. Legitimate agenda items include:

1. Sensitive human resources issues

The third type of in camera session is when CRNS Council or a committee may exclude members of the public, management, staff and the Executive Director from the in-camera session. Legitimate agenda items include:

1. Performance or remuneration (employment arrangements) of the Executive Director;
2. Internal Councillor discipline or behavioural issues; or
3. Brief sessions with the external auditor – e.g. pre-audit planning and post-audit outcomes – and other designated offices to gain independent assurance at a governance level of the integrity of management

Process

Council and committees will schedule a regular in camera agenda item at the end of each meeting to address legitimate in camera items. If necessary, the meeting Chair may call an in-camera session at any time during a meeting, but as much as possible, in camera items will be planned for the scheduled session.

The Chair will determine and announce who will remain in the meeting and the rationale if requested for excluding any individuals being asked to leave the meeting. The meeting secretary will ordinarily remain to take the minutes or will be available for consultation to the Chair and maintain confidentiality of any discussions.

The Chair will ensure that Councillors/committee members discuss only those items on the agenda that have been identified as being required to be held in-camera.

Separate minutes will be maintained for the in-camera portion of meetings, approved in camera but maintained by the Executive Assistant to Council in a secured file.

Review

Every three years by the Governance & HR Committee