

## **1. IN CAMERA MEETINGS**

There are times when discussions within Hockey Northwestern Ontario meetings must be kept confidential. Such discussions are considered to be “in camera” meetings.

In camera meetings have a legitimate purpose but their use should be limited. Because in camera meetings restrict the normal information reported to the Membership, their use should be limited to those occasions when they are absolutely necessary.

## **2. FACTORS SUPPORTING IN CAMERA MEETINGS**

*In camera* meetings should be considered where the following subject matter is to be discussed.

- a. personnel matters about any identifiable individual, including employees, Directors, participants, or Members of Hockey Northwestern Ontario.
- b. commercially sensitive business matters, including matters subject to confidentiality agreements with third parties;
- c. litigation or potential litigation; or,
- d. the receiving of advice that is subject to privilege, including communications necessary for that purpose.

(this list is not intended to be an exhaustive list, and other factors may be considered):

## **3. MINUTES OF IN CAMERA MEETINGS**

### **RECORDING**

Decisions made and, when appropriate, the factors considered in determining to hold a discussion in camera, should be recorded in separate Minutes. The Recording Secretary will be part of the in-camera meeting to keep the Minutes unless the circumstances require that he or she also be absent. In his or her absence, the Chair is responsible for ensuring that an appropriate record of the discussion is kept.

### **APPROVING**

Once the main minutes of the last meeting have been adopted. The *In-camera* minutes will be adopted by the meeting participants. The committee or group will go *in camera* in order to adopt the *in-camera* minutes and then move *out of camera* once this has been done.

### **DISTRIBUTION**

Minutes of an in-camera meeting will be distributed to those who participated in the meeting and after their approval should be kept confidential and separately along with any materials considered as part of the in-camera meeting. The Branch Executive Director shall keep or cause to be kept a record of in camera Minutes. Minutes of an in-Camera meeting that are sensitive to the Executive Director are to be held by the President.

## **ACCESS**

Any access to *in camera* Minutes is limited to the participants of the *in-camera* meeting. Any requests for access to *in camera* Minutes by any other individual should be directed to the Hockey Northwestern Ontario President who will consult with the Chair of the meeting within which the *in-camera* discussion occurred (if other than the President), or the Chair of the *in-camera* portion of the meeting, prior to granting access to *in camera* Minutes.

## **LENGTH OF TIME TO BE KEPT**

As the minutes of an in-camera meeting are generally relevant to a sensitive matter at hand, these minutes will be destroyed by cross-cut **shredding immediately after approval of the minutes** unless still required in regard to an ongoing issue.

Approved by the Board of Directors: February 8<sup>th</sup>, 2020

Replaces: April 27, 2014

Reviewed: Triennial