



Policy Name: In Camera Meetings		Date of Approval: Feb 8, 2020	Effective Date: Feb 8, 2020
Approved by: Board of Directors	Prepared by: Board of Directors		Replaces Previous Versions: April 27, 2014
Review Cycle: Triennial			
Responsible: Board of Directors	Accountable: Board of Directors	Consulted: Board of Directors	Informed: HNO Members

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.