



In camera meetings (or portions of meetings) are in private: only the Board and individuals invited by the Board and integral to the discussion remain in the room.

As outlined in the Freedom of Information and Protection of Privacy Act (FOIP), you may choose to go ***in camera* only to discuss security, legal matters, personal matters, or labour relations.**

If your Board wishes to go *in camera* to discuss a matter, then as Chair, you must:

- Ask for and secure a motion and second for the motion, and take a vote
- State for the minutes the time that the Board went *in camera*.

While *in camera* note:

- There are no notes or minutes taken; the discussion is not recorded
- No motions can be passed and no decisions made
- Your usual rules of order can be suspended to allow a more open discussion
- Decisions can be framed for discussion and informal agreement sought on the pending matter.

When you are ready to return to a public forum:

- Ask for a motion and second, then vote to go out of the *in camera* session
- State for the minutes the time that the Board returned to a public forum.

When you return to your public meeting:

- Process any motions resulting from your *in camera* session in the same way you would any other motions or decisions of the Board.

The discussion of an *in camera* session must remain confidential, even after an individual no longer serves on the Board.

Denying members of the public access to your meetings could be seen as holding an *in camera* session. Unless you are legally *in camera* you must refrain from meeting in private. Be sure you do not abuse the use of *in camera* by resorting to a private discussion simply because a decision is difficult or uncomfortable.