

***In Camera Meeting Policy***  
(Last reviewed June 2023)

**Policy #:** 016  
**Created:** June 2020  
**Amended:** N/A

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**1.0 Purpose and Scope:**

The purpose of this policy is to clarify the appropriate approach for *in camera* sessions of the Board and committee meetings of the Bereavement Authority of Ontario (BAO).

*In camera* meetings have a legitimate purpose but they should be used judiciously and sparingly for the right reasons. *In camera* sessions are designed for and intended to help the Board and committees work through potentially contentious issues so that the best interests of the BAO are served.

The Board and committees carry out their functions primarily through meetings. Meetings are most effective when, in addition to the Board and committee members, those people whose input is required attend and participate. Most meetings include the Board and committee members and Senior Management of the BAO.

There are times when limitations are required on attendance by Senior Management and other advisors who customarily attend meetings. Such meetings are considered to be *in camera* meetings.

**2.0 Responsibilities:**

The Board or Committee Chairs are responsible for managing the meeting process and for calling and ensuring the proper use of *in camera* meetings.

**3.0 Appropriate Subject Matter for *In Camera* Meetings:**

Subject to this overall responsibility, the Board and Committee will meet *in camera* to address:

- 3.1** Sensitive matters about an identifiable individual that require Board/Committee discussion including identifying and resolving internal problems and factions of the Board/Committee, and other sensitive human resources issues;
- 3.2** Performance or remuneration of the CEO/Registrar. In this instance, the results of the *in camera* session are to be communicated to the CEO/Registrar as soon as possible thereafter by the Board Chair or his/her designate;
- 3.3** To ensure the integrity and independence of key positions of governance accountability;
- 3.4** Matters that are, or may become the subject of litigation or are related to confidential legal, civil or criminal proceedings.

#### **4.0 Procedures:**

An *in camera* session will be a standing agenda at every Board meeting.

The Chair must ensure that the Board/Committee discuss only those items on the agenda that have been identified as being required to be held *in camera*, and do not hold discussions on new issues that are not properly *in camera* items.

The Board Chair/Committee Chair (Chair) should determine and announce who will remain in the meeting and the rationale if requested for excluding any individuals being asked to leave the meeting.

In most cases, formal Board/Committee decisions will not be made during *in camera* sessions, but rather, once the regular meeting reconvenes immediately following the conclusion of the *in camera* session. These decisions will be recorded in the minutes of the regular meeting.

The minutes of the *in camera* portion of the meeting, if any, will be recorded separately by the Board Secretary or by another individual appointed for this purpose. The Minutes will be forwarded to the Manager, Office of the CEO and Board to retain. These minutes are approved at an *in camera* session at the next regularly scheduled meeting.

All persons attending an *in camera session* will treat all matters and discussion with the utmost confidentiality unless they are brought forward by the presiding Chair as an agenda item to a future meeting.

When *in camera* sessions are held without the CEO/Registrar and Senior Management, the Chair must brief him/her on any substantive and relevant matters.

## **5.0 Amendment, Modification or Variation**

This Policy may be amended, varied or modified after consultation and approval by the Board.