

## Guidelines for in-camera meetings

All regular Senate and standing committees of Senate meetings shall be open to the public. However, the chair shall have the right to designate a meeting or portion of a meeting “in-camera” and close the meeting to the public to discuss matters of a confidential nature, as per the Senate by-laws and the rules for the conduct business for Senate standing committees. The confidential nature of material submitted shall be determined by the chair and vice-chair of the committee, in consultation with the University Secretary, if required.

Typically, confidentiality is intended to achieve one or more of the following purposes:

- Protect the organization, its operations, economic interests, and delivery of its mandate from harm that could result from the release of certain information.
- Protect individuals when the release of certain information would be an unreasonable invasion of their personal privacy.
- Protect the business interests of third parties.

There are certain factors that are deemed to require keeping matters confidential, including, but not limited to, the following:

- The security of the property of the organization
- Financial information that, if made public, could be beneficial to the competition or be detrimental to the organization
- Intimate, personal, or financial details with respect to an individual or entities
- The acquisition or disposition of property
- Decisions with respect to negotiations with employees
- Litigation affecting the organization
- Matters deemed confidential by legislation
- Information relating to the regulation (admission or discipline) of named individuals or entities.
- Reports and/or recommendations received from / relating to 3<sup>rd</sup> parties who have a reasonable expectation of privacy (i.e. referee letters, letters of support, award nominees, program proposals, Ed plan, program reviews, planning material (or discussion related to), such as the SEM plan)

### Guidelines for agendas and minutes of in-camera meetings

- Confidential items should not be included on the agenda of an open meeting.
- All agendas, including all attachments, and minutes will remain confidential until the committee resolves otherwise.
- Minutes should be on decisions made by the committee. Comments should not be attributed to individuals and verbatim minutes should be avoided.
- If discussion summaries are recorded, they should be kept to a minimum, in concise point form, avoiding the identification of who said what.
- All confidential minutes should be stamped confidential.
- Printed in-camera agenda and minutes should be filed in a locked cabinet and access to such files should be limited to those who are entitled to see confidential documents.
- In some cases, it may be prudent to ask for the return of all copies of in-camera agendas and minutes, to ensure confidentiality.

- If online archives of minutes of in-camera meetings are maintained, use password protection and other security measures to limit access to them.
- In-camera meetings assume that all members are bound by a duty of confidentiality and all information presented or discussed will be treated with confidentiality and care, except when information is clearly within the public domain.