

# **Saturna Island Fire Protection Society (SIFPS)**

## **Policy For “In Camera” Meetings**

“*In-Camera Meetings*” are meetings that concern agenda items, which pertain to land, legal, and volunteers of the Society. The items of any *in-camera* meeting are deemed to be sensitive in nature and are subject to the special rules outlined in this policy. *In-camera* meetings can take place during any other meeting of the Society but are considered their own meetings with their own separate agendas.

- The Directors’ meeting agenda shall provide for an “in camera” session
- Tape recording of meeting will be deleted once minutes are approved
- There will be a motion to go into and out of “in camera” meetings
- All “in camera” meetings shall have minutes and the minutes must be approved at the next “in camera” meeting
- “In camera” minutes will show persons present, start and end time of meeting, motions, voting and any formal objections
- To maintain confidentiality, minutes of “in camera” sessions should be filed in a separate envelope in the Minute binder. Only elected directors shall have access to them.
- All “in camera” meetings shall be open to the current elected directors only, plus any guest the directors choose to be present
- Motions made “in camera” shall be reported out and included in the general minutes at the next Board meeting. If the issue is still unresolved, the motion shall be reported out as soon as possible thereafter.

Only matters that are of a sensitive nature shall be discussed “in camera”. Examples are:

- Employment/labour matters
- Legal advice and litigation
- Land acquisition, sale or lease
- Contractual matters and review of competitive bids
- Other sensitive internal or external issues, which involves disclosing personal information or naming of individuals.

May 11, 2019