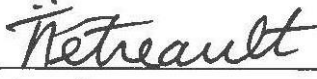
	Policy Number:	<b>BoD-D-045</b>
	<b>Policy Section D GOVERNANCE</b>	
	Date Issued:	May 06, 2004
	Date Revised:	Dec. 06, 2016
	Reviewed / No changes	May 27, 2021
<b><u>IN-CAMERA SESSION</u></b>  Page 1 of 2	<b>POLICY &amp; PROCEDURE Approval</b> Reference AFS Public Board Motion #0616 January 26, 2017  <hr/> J. Tetreault <b>Jana Tetreault</b> <b>AFS President &amp; Chair of the Board</b>	

## **POLICY STATEMENT:**

The purpose of an in-camera (or closed) Board session is to receive clarification around a sensitive issue so that it may be taken back to the public meeting for decision.

## **PROCEDURES:**

1. A motion from the floor must be tabled and approved by a majority of those present at the Board meeting in order to adjourn to an in-camera session.
2. The Board, by simple majority, must approve a motion regarding who should attend the session. The Chief Executive Officer (CEO), staff, and/or specific Board Members may be excluded.
3. Examples of situations that may necessitate adjournment to an in-camera session include, but will not be limited to:
  - Performance or salary issues specific to the Chief Executive Officer (CEO) or Board members;
  - Matters pertaining to negotiations regarding the purchase of property;
  - Matters pertaining to budget negotiations and negotiating strategy; and/or,
  - Matters pertaining to legal issues.
4. In such instances, the Board is required to report in the minutes that an in-camera session took place, and will record any motions that were approved. These motions will be worded in a way that does not disclose information of a sensitive nature.
5. Discussions from in-camera sessions will not be recorded or published.
6. Meeting minutes document that in-camera Board meeting agendas and discussion are limited to issues requiring confidentiality.
7. Minutes of In-Camera sessions are kept confidential and secure within the corporate records. Draft In-Camera minutes are not circulated with the pre-meeting Board package, but are provided in hard copy at the meeting.
8. The In-Camera agenda and minutes are printed on coloured paper, to differentiate them from other materials, and are returned to the Recording Secretary at the end of the meeting for shredding.
9. Board members who wish to review minutes from previous In-Camera meetings may do so through the Recording Secretary.

## **RELATED POLICIES & DOCUMENTS:**

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