

STATEMENT of POLICY and PROCEDURE			
Chapter:	Governance	Policy #.	1.4.07
Section:	SALPN Council	Issued:	June 17, 2019
Subject:	In Camera Sessions	Effective:	June 17, 2019
Issue to:	All Manual Holders	Page:	1 of 3
Issued by:	The Saskatchewan Association of Licensed Practical Nurses	Affirmed	

1. POLICY

- 1.1. SALPN Council conducts its business openly and transparently. Concerns and issues are raised, debated and resolved in a mutually respectful and inclusive manner. Council always endeavors to address concerns and issues within the confines of a Council meeting.
- 1.2. *In camera* sessions are used only to discuss matters that must be kept confidential for legal reasons. This may include personal, financial, information that might impair the ability of SALPN to carry out its responsibilities, or information relating to the personal interest, reputation or privacy of any person.
- 1.3. An *in camera* meeting is one that is restricted to either only the Council, the Council and Executive Director, or the Council and any other party necessary as determined by the Chair to make informed decisions. Any person may be excluded from an *in camera* session at the request of the chair.
- 1.4. All decisions resulting from *in camera* discussion shall be made in public meeting minutes.
- 1.5. The indiscriminate use of *in camera* meetings can result in important input not being provided and those delegated to carry out the objectives of Council may not be fully appreciative of such objectives.

2. PROCEDURE

2.1. *In camera* sessions:

- a. Will be routinely scheduled by the Chair or Executive Director.
- b. Can only be called by a motion passed by two thirds vote of Council
- c. Must facilitate Council decision making.
- d. Must be used judiciously and respectfully.
- e. Must remain compliant with board policies, employment laws and other relevant legislation.
- f. Safeguard privacy, but do not provide secrecy.

2.2. The following items shall be considered *in camera*:

- a. Personnel matters pertaining to the Executive Director (including, but not limited to, assessing professional competency, performance or conduct.)
- b. Discussion of personal information brought to Council about an identifiable individual.
- c. Discussions of strategy with legal counsel in matters that are presently in litigation or where litigation is imminent, and disclosure would be likely to prejudice or disadvantage the position of SALPN in that litigation.
- d. Discussion of matters related to the safety, security or protection of SALPN property.

2.3. In-Camera Minutes

- 2.3.1. Minutes of each in-camera session will be recorded by the Chair, Vice Chair or designate and retained by the Chair in a secure paper file or digital folder.
- 2.3.2. Minutes from in-camera sessions will be approved by the board.
- 2.3.3. The Chair is responsible for distribution and destruction of paper copies of *in camera* minutes.
- 2.3.4. Minutes will be reviewed periodically, but at least once per year, by the Chair to determine if the confidentiality of the minutes still applies. If the Chair determines that confidentiality is no longer required, the *in camera* minutes will be filed with the regular Council minutes.
- 2.3.5. *In camera* minutes shall include:
 - a. Meeting Location
 - b. Date
 - c. Start time
 - d. Attendance
 - e. Recorder
 - f. Motions / Actions
 - g. Formal objections
 - h. General synopsis of business conducted
 - i. End time

2.4. Confidentiality

- 2.4.1. Discussion and debate while *in camera* will not be repeated outside the sessions.
- 2.4.2. Council members will refrain from taking notes during *in camera* sessions.

2.5. The Executive Director

- 2.5.1. Is involved in all *in camera* sessions that involve employees of the SALPN.

- 2.5.2. May be involved in all other *in camera* sessions at the discretion of Council.
- 2.5.3. Will be informed, by the Chair, of outcomes or decisions made *in camera* as soon as reasonably possible.