

In-Camera Meeting Policy



Approval Date:	
Approved By:	
Effective Date:	

1. Purpose

- 1.1 The purpose of this policy is to establish the parameters and process for conducting in-camera meetings of Council.

2. Policy Statement

- 2.1 The Wahta Mohawk Council recognizes that an active and informed community is a fundamental element of good governance. To achieve this, Council believes that the community must have clearly defined access to the decision-making process. Except where provided by this policy, the minutes of all Council meetings shall be made available to the community.

3. In-Camera Meetings

- 3.1 In-Camera meetings shall be closed to the public.
- 3.2 The discussions of in-camera meetings are confidential.
- 3.3 No one, including Members of Council or Administrative staff, may discuss or reveal the content of an in-camera meeting unless specifically directed by a resolution or motion of Council.
- 3.4 Council shall determine which staff members or members of the community, if any, are permitted to attend a specific in-camera meeting.
- 3.5 The following confidential issues may be addressed at an in-camera meeting:
- (a) Personal matters, where it is reasonable to assume that an individual or individuals may be identified, including but not limited to Wahta Mohawk employees;
 - (b) A potential or imminent purchase or sale of any goods or services where the public release of the information could negatively affect Council's interest in the transaction;
 - (c) Any matters related to the security of the Wahta Mohawk Territory, the people of Wahta, or the Wahta Mohawks Council;
 - (d) Personnel relations, staffing issues, or employee negotiations;

- (e) Intergovernmental relations, including lobbying and negotiation strategies;
- (f) Litigation or potential litigation;
- (g) Any advice or communications that are subject to solicitor-client privilege; or
- (h) Any issue covered by another policy, by-law, or applicable legislation that requires Council to meet privately.

3.6 Any issue not covered by section 3.5 must be addressed at an Open Meeting of Council.

4. Meetings

- 4.1 An in-camera session will be a standing agenda at every Council meeting.
- 4.2 Where In-Camera items are brought forward for consideration, the Member of Council bringing the item forward will clearly identify the items as being in camera and reference the appropriate section it falls within under section 3.5 of this policy.
- 4.3 By way of a motion, Council may declare a portion of any Open Meeting to be In-Camera in order to address any issue under section 3.5 of this policy.
- 4.4 By way of a motion, Council shall declare a portion of an In-Camera Meeting to be open in order to address any issue not covered by section 3.5 of this policy.
- 4.5 Any provision of this policy may be suspended by way of a motion supported by at least two-thirds of the Council Members present. No resolution may suspend any provision of these regulations beyond the adjournment of the meeting in which the resolution was passed.

5. Administration

- 5.1 The Senior Administrator shall ensure that:
 - (a) There are procedures in place to ensure all issues brought forward by the Administration that should be considered at an In-Camera meeting are placed on an appropriate agenda and are clearly identified as such;
 - (b) When there is a separate In-Camera Agenda and supporting materials that both be distributed in a secure manner and clearly marked as confidential;
 - (c) There are procedures in place to ensure that all copies of the Agenda and Briefing Notes are stored in a secure manner before and after the in-camera meeting; and
 - (d) Any copies of the agenda and briefing notes not required for record keeping and the preparation of minutes are destroyed.
- 5.2 The Senior Administrator has the authority to approve any administrative

procedures he/she believes are necessary to ensure that this policy is adhered to within the Administration.

6. Records

- 6.1 A record of all proceedings, including all decisions and resolutions, made at an in-camera meeting must be taken and maintained in a confidential manner.
- 6.2 Access to the records kept under 6.1 will be restricted to Council, the Senior Administrator, and Council's Executive Assistant.
- 6.3 Where appropriate and deemed necessary for the carrying out of administrative functions, the Senior Administrator has the authority to share information from in-camera meetings with Departmental Directors who were not part of the in-camera consideration of an issue. In doing so, the Senior Administrator will only provide the necessary information for carrying out specific tasks or functions and ensure the Director is aware the information provided is confidential and is to be treated as such.

7. Amendments

- 7.1 Amendments to this policy must be approved by way of a duly passed Council Motion or Resolution.