

GOVERNANCE PROCESSES

| Policy Title | Policy Number |
|-----------------------|---------------------------------|
| In-camera Sessions | GP-22 |
| | Date of Approval |
| | December 14, 2016 |
| Responsible Authority | Date of Revisions |
| CMLTM Council | February 8, 2020, June 14, 2023 |
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In-camera sessions: are closed meetings where members of the public and media are not able to be present. Such sessions cover information such as personnel or other sensitive decisions that must be kept confidential and are not recorded in regular meeting minutes or divulged to the public and media.

The Council shall hold in-camera sessions when it determines that it may need to meet privately. Any Council member may request, through the Chair or designate, an ad-hoc in-camera meeting at any time. At the Chair's discretion, it may be necessary to include or exclude individuals at an in-camera session.

A decision by the council to go "in-camera" shall be made by resolution of the council and shall be recorded in the council minutes.

The Chair may record meeting notes of the in-camera session. Such meeting notes may include: place, date, time, individuals present (including titles where applicable), major actions required and results thereof, formal objections and time of adjournment.

No Council motions will be made in-camera. The decision to move out of "in-camera" shall be made by resolution of the Council and recorded in the Council minutes in a regular session of the Council. Required motions arising from the in-camera session will be made in the regular session of the Council and will be recorded in the Council minutes.

The Chair will keep the only copy of the in-camera notes. They will be filed separately from the formal minutes of regular meetings and must be maintained in a confidential manner.

The Chair will ensure that these confidential notes are retained in a safe and secure location at all times. The Chair is responsible to provide the incoming chair with these documents along with a description of their intent.

Every six months, the Chair will review the in-camera notes to determine if confidentiality still applies. If the Chair deems that confidentiality is no longer required, the in-camera notes will be destroyed.