



In-Camera Sessions

Governance Processes
Policy Number: GP-22

Date of Approval	Responsible Authority	Last Revised
December 14, 2016	CMLTM Council	June 24, 2026

Policy

In-camera sessions are closed meetings where members of the public, CMLTM staff and media are not present. During each Council meeting, Council will have the opportunity to have an in-camera portion to the meeting regarding the Registrar/CEO’s performance. Such sessions cover information such as Council’s direct staff, the Registrar/CEO, 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 always retained in a safe and secure location. The Chair is responsible for providing the incoming chair with these documents along with a description of their intent.



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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.

Revision History

- December 14, 2016 – Date of Approval
- February 8, 2020
- June 14, 2023
- June 24, 2026 – Last Date of Revision