



College of Paramedics of Manitoba		
Policy Name: In Camera Meetings	Policy Number: GP-28	Total # of Pages: 2
Approval Signature: <i>Original Signed by J. Wade</i>	Section: Governance	
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1. PURPOSE:

In-camera sessions are closed meetings where members of the public and media are not able to be present. Council may exclude staff or other observers from a meeting if it considers it necessary. Council shall maintain confidentiality respecting all discussions undertaken by the Council in camera.

2. POLICY

1. Items discussed in-camera are items of a confidential nature, disclosure of which could reasonably be expected to be harmful to:
 - Personal privacy of staff or clients, including human resource issues
 - Individual or public safety
 - Financial or economic interests of the Council and its affiliates, including local public confidences
 - The integrity and security of computer or security systems.
2. Items that may be considered in-camera include:
 - Litigation matters and solicitors' legal advice
 - Planning sessions involving the whole Council in the development of a position or a policy
 - discussions of highly strategic matters considered to sensitive and/or in the very early stages of development
 - Internal governance matters of the Council
 - Property acquisitions or disposals
 - Drafts of resolutions, bylaws, or other legal instruments such as rules and regulations
 - Items determined appropriate for in camera by a majority vote of Council.
3. The Council determines attendance at in-camera sessions by:
 - All Council shall be included, with the exception of those who are deemed to be in conflict of interest
 - Exclusion or inclusion of anyone at an in-camera session is determined by a majority vote of Council as a whole



- The Registrar/ED shall attend in-camera meetings except where issues of their performance or compensation are being discussed, at which time they may be excluded from the proceedings at the direction of the Chair
 - Staff will be included in in-camera discussions at the discretion of the Registrar/ED, only with the permission of the Chair. They will be excluded when issues of performance or remuneration of the Registrar/ED are under discussion
 - If the recorder is excluded from the in-camera meeting, the Chair will appoint a Council member to maintain decision making minutes arising from the in-camera session to be brought forward to the public record.
4. The decision to move in and out of in-camera will be made by a motion of the Council and recorded in the Council minutes.
 5. No Council motions will be made in-camera. Required motions arising from the in-camera session will be made in the regular session and will be recorded in the Council minutes.
 6. The Council minutes will reflect the general topics discussed at the in-camera session
 7. The Council Chair will keep the only copy of the in-camera notes and will file them separately from the formal minutes of regular meetings. These will be maintained in a confidential manner and be provided to the incoming Council Chair.