



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	
Original Approval Date: December 16, 2020	Last Revision Date: November 1, 2023	Next Review Date: November 2026

1. PURPOSE:

In-camera sessions are closed meetings of council with only the Council present. As such, in-camera meetings do not normally include the Executive Director, senior staff, consultants, advisors, members of the public, media, lawyers or auditors. 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 members of Council will participate in the in-camera meeting, subject to conflicts of interest. The Chair will ask for declarations of a conflict from council members prior to opening the in-camera meeting.
 - Should it be required, inclusion or exclusion of any council member at an in-camera meeting will be determined by a majority vote of the whole council.
 - The Executive Director/Registrar and staff of the college may be included in in-camera discussions with the permission of the Chair. More specifically, allowances will be made to include the Executive Director/Registrar and senior college staff to attend should the council require information for the specific topic or topics 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.

8. Where appropriate the Chair shall debrief the Executive Director/Registrar on matters raised in the in-camera session, taking care not to attribute comments to council members.