

# Corporate Policy and Procedure



Policy No. 02-01-03  
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Effective Date 2001 07 09  
Supersedes 1995 06 14

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TAB: MUNICIPAL GOVERNMENT  
SECTION: COUNCIL AND COMMITTEES  
SUBJECT: MATTERS CONSIDERED IN CAMERA

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**POLICY STATEMENT** Pursuant to Section 55 of The Municipal Act, R.S.O. 1990, as amended, Council or its committees may consider certain issues at in camera meetings.

**ISSUES CONSIDERED  
IN CAMERA**

The following types of issues are considered in camera:

- the security of the property of the municipality or local board;
- personal matters about an identifiable individual, including municipal or local board employees;
- a proposed or pending acquisition of land for municipal or local board purposes;
- labour relations or employee negotiations;
- litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; or
- a matter in respect of which a council, board, committee or other body has authorized a meeting to be closed under another Act.

Before holding a meeting or part of a meeting that is to be closed to the public, Council shall state by resolution:

- the fact of the holding of the closed meeting; and
- the general nature of the matter to be considered at the closed meeting.

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## CIRCULATION OF IN CAMERA DOCUMENTS

Documents relating to matters to be considered in camera are prepared and circulated as follows:

- All documents are reproduced on pink paper by the Office of the City Clerk.
- All documents are forwarded to Council or Committee members with the agenda, but in a separate, sealed envelope.
- Each document for in camera consideration is watermarked with recipient's identification.
- Each recipient is responsible for ensuring that the document remains confidential, until or unless that document is made public by Council and/or Committee.
- A list is maintained by the Office of the City Clerk of all documents for consideration in camera.
- All documents should be returned to the Office of the City Clerk.
- Members of Council may, upon request, examine any or all in camera documents in the office of the City Clerk.

## REFERENCE:

GC-376-95 - 1995 06 14 (amended per 2001 policy review – house keeping).

## CONTACT:

For more information, contact Support Services, Office of the City Clerk, Corporate Services Department.