

THE VILLAGE OF MONTROSE

POLICY TITLE: IN-CAMERA DOCUMENTS POLICY

POLICY # 0531

POLICY STATEMENT:

It is the policy of Council to respect the confidentiality of documents relating to in-camera meetings of Council.

POLICY BACKGROUND:

Where Council held in-camera meetings, as authorized by the *Local Government Act*, members of Council voluntarily shredded their individual agenda and copies of documents attached to the agenda.

POLICY GOAL:

The goal of this policy is to minimize the risk of dissemination of confidential information from in-camera meetings.

POLICY OBJECTIVES:

1. To store the hard copy of the minutes of in-camera meetings in a dedicated binder in a fireproof and securely locked filing cabinet.
2. To store the electronic copy of in-camera agendas and minutes in a dedicated computer file, with access limited to authorized staff.
3. To circulate the agenda and supporting documents for in-camera meetings in an envelope addressed to each member of Council prior to the scheduled meeting.
4. That members of Council return their in-camera meeting envelopes, complete with all meeting documents supplied with the agenda, to the Corporate Officer or delegate attending the meeting at the time of adjournment.
5. That the Corporate Officer or delegate includes a confirmation that all the returned material has been shredded within the minutes of the in-camera meeting.

Initially approved at meeting #01-01 on January 15, 2001

Reviewed and amended at meeting #05-11 on February 21, 2011

Next scheduled to be reviewed on February 21, 2011