



COUNCIL POLICY

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Approval Date: 2013-----

SECTION: LEGISLATIVE AND REGULATORY
SUBJECT: Routine Release of "In Camera" Resolutions and Related Reports and Information

Purpose:

To provide a process for ensuring that the City of Nanaimo is being open and transparent in conducting City business.

Policy Statement:

The City of Nanaimo Council is responsible for providing good governance. The routine release of "In Camera" meeting resolutions and related reports and documentation, once the requirement for confidentiality has passed, will support Council being open and transparent, which is an important element of good governance.

Responsibilities:

Council shall:

- (a) consider for approval the release of "In Camera" meeting resolutions and related reports and documentation on a quarterly basis.

The Corporate Officer shall ensure the implementation of the Routine Release of "In Camera" Resolutions Policy by:

- (a) reviewing and preparing a listing of resolutions and related reports and documentation for Council's consideration on a quarterly basis.

Procedures:

The Corporate Officer will review the "In Camera" minutes and related reports and documentation on a quarterly basis to provide observations to support Council's deliberations as to whether the requirement for confidentiality has indeed passed or has been deemed by Council that release of such information shall not bring harm to the City or a named individual. These items will be brought forward to a "In Camera" Council meeting for Council's determination as to whether they will be released in whole or in part.

In order to make "In Camera" information publicly available in a timely manner, the disclosure of information from a "In Camera" report that is to be released will be made public either by:

- (a) releasing the report in its entirety; or
- (b) releasing the report in a severed form consistent with records that are processed under the *Freedom of Information and Protection of Privacy Act*; or
- (c) releasing the information in the form of a separate backgrounder document that is based upon the content of the "In Camera" report (always indicating that the backgrounder is a different document from the one that was considered by Council).

The report will appear as a business item on the next regular open Council agenda, to allow full publication in the agenda package and on the City's website.

It is acknowledged that this policy does not limit a person's right of access to records under the *Freedom of Information and Protection of Privacy Act*.

Previous Revision/s: None
