



In-Camera Meeting Policy

1. Purpose

Six Nations Elected Council recognizes that an active and informed public is a fundamental element of good governance. In order to achieve this Six Nations Elected Council believes that the public must have clearly defined access to the decision making process.

2. Policy Statement

Except where provided by this policy, all Council and Internal Council Committee meetings shall be open to the public.

3. Definitions

3.1 The following terms shall for the purposes of this policy have the following respective meanings:

- (a) Council – means the elected Chief and Councillors
- (b) In-Camera Meetings – means the following meetings:
 - (i) Political Liaison;
 - (ii) In-Camera General Finance;
 - (iii) Lands and Resources;
 - (iv) Council Retreats; and
 - (v) Any portion of an Open meeting declared In-Camera under section 5.1.
- (c) Internal Council Committees – means the following committees:
 - (i) Finance and Audit;
 - (ii) Safety and Security;
 - (iii) Community Development;
 - (iv) Building and Infrastructure;
 - (v) Social Services;
 - (vi) Community Focus; and
 - (vii) Health
- (d) Open Meetings – means the following meetings:
 - (i) General Council;
 - (ii) General Finance;
 - (iii) Special Council;
 - (iv) Internal Council Committees; and
 - (v) Ad-Hoc Committees of Council
- (e) Six Nations Elected Council – means the entire Six Nations Elected Council organization including Council and the Administration
- (f) Workshops – means any training or professional development that is provided to Council

4. In-Camera Meetings

4.1 In-Camera Meetings shall be closed to the public.

- 4.2 The discussions of In-Camera Meetings are confidential.
- 4.3 No one, including Council members or administrative staff, may discuss or reveal the content of an In-Camera meeting unless specifically directed by a resolution.
- 4.4 Council, or the Committee, shall determine which staff members or members of the public, if any, are permitted to attend a specific In-Camera Meeting. If a voting member of the meeting disagrees with the Chairperson's decision, they may make a motion to overturn the decision. The result of the vote will be final.
- 4.5 The following confidential issues may be addressed at an In-Camera meeting:
- (a) personal matters, where it is reasonable to assume that an individual or individuals may be identified, including but not limited to Six Nations Elected Council employees;
 - (b) a potential or imminent purchase or sale of any goods or services where the public release of the information could negatively affect Council's interest in the transaction;
 - (c) any matters related to the security of the Six Nations Territory, the people of Six Nations, or Six Nations Elected Council;
 - (d) personnel relations, staffing issues, or employee negotiations;
 - (e) intergovernmental relations, including lobbying and negotiation strategies;
 - (f) litigation or potential litigation;
 - (g) any advice or communications that are subject to solicitor-client privilege; or
 - (h) any issue covered by another policy, by-law, or applicable legislation that requires Council to meet privately.
- 4.6 Any issue not covered by section 4.5 must be discussed at an Open Meeting.

5. Meetings

- 5.1 By resolution, Council, or an Internal Council Committee, may declare a portion of an Open Meeting to be In-Camera in order to address any issue under section 4.5.
- 5.2 By resolution, Council, or an Internal Council Committee, shall declare a portion of an In-Camera Meeting to be open in order to address any issue not covered by section 4.5.

6. Resolutions

- 6.1 Before any In-Camera Meeting may be adjourned, or returned to an Open Meeting, a resolution must be passed stating what, if any, of the resolutions passed shall be made available to the public.
- 6.2 Two sets of minutes shall be prepared for all In-Camera Meetings.
- (a) One set of minutes shall be prepared in the usual manner and shall be treated as confidential.
 - (b) The second set of minutes shall be publicly available and shall not contain any of the In-Camera discussion. The minutes shall only contain the following resolutions:
 - (i) The Resolutions made available to the public under section 6.1 shall be reported in the actual form of the resolution. (e.g. that the contract with Jane Doe be approved); and

- (ii) Resolutions not made available to the public under section 6.1 shall only reference the agenda number of the In-Camera Resolution (e.g. that item 2 of the In-Camera agenda of May 4, 2010 be approved.)

7. Administration

- 7.1 The secretary for the In-Camera Meeting shall ensure that the final item on the agenda addresses the requirements of section 6.1.
- 7.2 The Senior Administrative Officer shall ensure that:
 - (a) staff direct reports and briefing notes to appropriate meetings;
 - (b) there are procedures in place to ensure all issues that should be considered at an In-Camera meeting are placed on an appropriate agenda and are clearly identified as such by being printed on a distinct colour of paper;
 - (c) there is a separate In-Camera Agenda and Briefing Notes and that both shall be distributed and gathered at each In-Camera Meeting;
 - (d) there are procedures in place to ensure that all copies of the Agenda and Briefing Notes are stored in a secure manner before and after the In-Camera meeting; and
 - (e) any copies of the Agenda and Briefing Notes not required for record keeping and the preparation of minutes are destroyed.
- 7.3 The Senior Administrative Officer shall ensure that In-Camera issues are directed to In-Camera agendas except in emergency situations. General Council should only deal with In-Camera issues that cannot wait until In-Camera General Finance or Political Liaison. For greater clarity missed deadlines shall not be considered an emergency situation.
- 7.4 The Senior Administrative Officer has the authority to approve any administrative procedures he/she believes are necessary to ensure that this policy is adhered to.

8. Records

- 8.1 A record of all proceedings, including all decisions and resolutions, made at an In-Camera meeting must be taken and maintained in a confidential manner.

9. Workshops

- 9.1 All Workshops are closed to the public.
- 9.2 Records are not required for Workshops.
- 9.3 If at a Workshop a meeting is convened all of the provisions of this policy apply.

10. Authorization

- 10.1 This policy was approved by Six Nations Elected Council at the General Council meeting held on August 3, 2010 by SNCR No. GC#682-08/03/2010 to be effective on October 1, 2010.
- 10.2 Amendments to this policy must be approved by a Council Resolution.
- 10.3 This policy repeals and replaces any previous policies and resolutions on In-Camera Council and Committee meetings.