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## Date

The following was adopted as Policy by **Resolution 19.03.052** at the **Regular Council Meeting** held on **March 19, 2019**.

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## Purpose

To outline the responsibilities and obligations of all persons with access to confidential materials and those who attend in camera meetings of Council and its committees. It is important that Council members, staff and others understand their responsibilities and that steps are taken to protect confidential information, the disclosure of which may be harmful and/or prejudicial to an individual or to the best interests of the District of Lake Country (the "District").

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## Policy

### 1. Conduct

#### 1.1. Staff shall:

- (a) adhere to the most current Staff Code of Ethics Policy;
- (b) ensure all information and intellectual property created in the course of an individual's employment with the District is the exclusive property of the District;
- (c) have a duty to safeguard and hold in strict confidence all information of a confidential nature acquired in the course of his or her employment with the District;
- (d) not disclose confidential information without the proper authorization from their department director or from the FOI Head or Coordinator;
- (e) not use, copy, or disclose confidential information or any other information not generally available to the public, for personal gain or advantage or for the profit or benefit of staff or any other person;
- (f) immediately notify their department director or the FOI Head where an employee knows there has been an unauthorized disclosure of information.

#### 1.2. Council members shall:

- (a) adhere to the most current Council Code of Ethics Policy;
- (b) respect the confidentiality of information concerning the property, personnel or legal affairs of the District;
- (c) neither disclose confidential information without proper authorization, nor use such information to advance their personal, financial or other private interests.

## **2. In Camera Procedures**

- 2.1. In camera meetings are held in compliance with section 90 of the Community Charter.
- 2.2. Before holding an in camera meeting Council must state by resolution at a public meeting, that the meeting is to be closed and the basis under the applicable section of the Community Charter on which the meeting is to be closed.
- 2.3. Council may allow one or more municipal officers and employees to attend as it considers appropriate. Council may allow persons other than municipal officers and employees to attend if Council considers this necessary and the person already has knowledge of the confidential information or is a lawyer attending to provide legal advice in relation to a matter or if Council considers this necessary.
- 2.4. In camera agenda packages:
  - (a) will be provided to Council with sufficient time for members to read the material prior to the meeting;
  - (b) will not be distributed by email;
  - (c) will be printed on blue paper for easy identification;
  - (d) will be distributed by providing Council with hard copies in their secure mail folders;
  - (e) will be distributed to the staff invited to attend the meeting by delivering a hard copy of the agenda package in an envelope;
  - (f) considered highly confidential will be distributed in a sealed envelope marked "Confidential - Council and CAO only";
  - (g) will not leave the Municipal Hall.
- 2.5. In camera meeting minutes:
  - (a) will include resolutions of Council only;
  - (b) will only be circulated with the agenda of the next in camera meeting.
- 2.6. Immediately following an in camera meeting, the complete in camera agenda package along with any other confidential material distributed at the meeting, will be destroyed by depositing the paper in the secure shredding box.

## **3. Confidentiality**

- 3.1. All contents of in camera meetings including resolutions and discussions, shall remain confidential and shall not be disclosed by Council members or staff at any time, unless released from confidential by resolution of Council or by legislation.
- 3.2. Council and staff will observe the strictly confidential nature of the documents and the business discussed during an in camera meeting. It is Council and staff's responsibility to ensure such information is not divulged to unauthorized persons.
- 3.3. The contents of an in camera document or discussion may only be shared among members of the particular body in which it was addressed and to those persons who were entitled to be in attendance at the meeting.

- 3.4. Contact between Council members and members of the public prior to discussion of items on an agenda, including individuals that are the subject of the report or item to be discussed, is not permitted unless authorized by resolution of Council or by legislation.

*Original signed by James Baker*

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Mayor

*Original signed by Reyna Seabrook*

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Corporate Officer