Council Direction:

At the November 16, 2005 Corporate Administration Committee meeting, staff was requested to provide clarification with respect to who should remain during in camera meetings of Committee/Council.

Information:

There are no provisions in the city’s Procedural By-law respecting this matter.

Practice has been that the City Manager, in consultation with the City Clerk would determine which staff are required to remain during in camera meetings of Committee/Council. Generally, only those staff members directly involved in the issue will remain. There are also circumstances in which outside agency representatives, consultants, etc., may be included depending on the circumstances and the matter under consideration. Ultimately, it is at the discretion of Council or Committee in determining who should be in attendance during this portion of a meeting.

In order to improve the process, it is suggested that prior to convening in camera, the Chair seek confirmation from the City Manager and City Clerk or their designates that they are satisfied the appropriate staff are present. The Chair would then request the concurrence of the Committee/Council members. Should there be any concern on the part of members of Committee/Council the matter would be decided by committee/council vote. Any person in attendance during this portion of the meeting would be required to declare a conflict of interest if one existed and not be allowed to remain in the room during the in camera discussion.

Several single tier and regional municipalities across the province have been consulted and this practice is consistent amongst all.

In receiving this report, item “X” of the C.A.C. Outstanding Business list should be considered complete and deleted.

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Glen Peace
City Manager