

POLICY TITLE <i>CONFIDENTIAL REPORTS TO COUNCIL</i>	ADOPTED BY: <i>CITY COUNCIL</i>	EFFECTIVE DATE <i>MAY 8, 1989</i>
ORIGIN/AUTHORITY <i>PERSONNEL AND ORGANIZATION COMMITTEE</i> <i>(2-10-1978)</i>	CITY FILE NO. <i>CC 255-1</i>	PAGE NUMBER <i>1 of 1</i>

1. PURPOSE

To protect privacy and to ensure that the interests of individuals or of the public are not jeopardized.

2. DEFINITIONS

2.1 Confidential Items - for the purposes of this policy the following items shall be considered confidential items:

- a) personnel matters;
- b) land acquisitions;
- c) other matters as decided by Council or Mayor.

3. POLICY

3.1 All confidential items as defined above shall be dealt with in camera as a committee of the whole council.

3.2 No member of Council or civic employee may release information provided in camera and/or designated as confidential until approval has been given by Council.

4. RESPONSIBILITIES

4.1 City Commissioner - The City Commissioner is responsible for distributing confidential reports to member of Council, for recommending that Council go into in camera meetings as appropriate and for making appropriate recommendations regarding confidential items.

4.2 Personnel and Organization Committee - responsible for review and update of this policy.