

## Governance Policy G-13 Policy on Closed Sessions

### Policy Purpose

This policy is intended to define when a closed session may be called, and who may participate in a closed session.

### Scope

This policy applies to CMRB Board and Committee meetings.

### Policy

1. The CMRB must conduct all business in public unless the matter to be discussed meets the criteria for a closed session as defined in Sections 16 through 29 of the *Freedom of Information and Protection of Privacy (FOIP) Act*.
2. Participants in a closed session shall include:
  - a. All CMRB Representatives, as defined in the *Calgary Metropolitan Board Regulation* Sections 2(2) through 2(6);
    - i. For clarity, this includes the chief elected representative of each participating municipality and each designate assigned to either the Board or one or more Committees.
  - b. The Chair of the Board, unless the Chair of the Board is the topic of discussion for the closed session, or the Representatives vote to exclude the chair using the voting procedure in Clause 4 of this policy;
  - c. In the absence of the Chair, the Vice Chair of the Board or Committee shall preside over the closed session.
3. Participants in a closed session may include:
  - a. The CMRB Chief Officer;
  - b. The designated representative of the Government of Alberta;
  - c. Additional CMRB staff;
  - d. Professional resources (eg. legal counsel, auditors, etc.);
  - e. Other individuals as requested by the CMRB Board or Committee
  - f. Chief Administrative Officers, or their designate;

4. The voting structure in place for the Board or Committee shall be used to resolve any dispute about the participation of any persons listed in Clause 3 above.
  - a. For further clarity, this means the voting structure defined in Section 5 of the *Calgary Metropolitan Region Board Regulation* applies to Board meetings, and a simple majority applies to Committee meetings.
5. One Representative of each participating municipality, or their designate, shall be allowed to speak in a closed session. Any additional Representatives are permitted to attend as observers only. Others may participate at the discretion of the Chair.
6. The topic of the CMRB closed session may be shared with member municipality councils in a closed session of a member municipality council meeting.
7. Recording is prohibited for the duration of the closed session.

  
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Greg Clark, Chair

SEPT 14, 2021  
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Date

<b>Date Approved by Board</b>
September 10, 2021