



Council Meetings *In Camera*

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1.0 POLICY STATEMENT

The College of Respiratory Therapists of Ontario (CRTO) is committed to open and transparent decision-making processes. All Council meetings are open to the public. The Council may decide to exclude the public from the meeting, i.e., move *in camera*, only when its discussions include subject matters as set out in subsection [7\(2\) of the Health Professions Procedural Code](#) (the Code) and only when the need for confidentiality for legal purposes or privacy considerations outweigh the benefits of transparency.

2.0 PURPOSE

The purpose of this policy is to establish guidelines for conducting *in camera* sessions during Council meetings, ensuring confidentiality, transparency, and effective governance.

3.0 APPLICABILITY & SCOPE OF POLICY

This policy applies to Council meetings or portions of meetings that are held *in camera*, i.e., when Council decides to exclude the public from the meeting.

Agenda and Topics

A decision to close the meeting to the public must relate to a specific agenda item¹.

If the *in camera* session is pre-scheduled, the Council meeting agenda will indicate that a portion of the meeting will be closed to the public, along with the relevant legislative grounds for doing so (e.g., to discuss financial matters). In addition to the pre-scheduled *in camera* sessions, Council may, by motion, add an *in camera* session to a meeting agenda where the item to be discussed is permitted by subsection 7(2) of the Code and relates to a specific agenda item. The process for closing a Council meeting to discuss an item *in camera* is outlined in Appendix A.

The *in camera* portion of the meeting should last only as long as required to discuss the issue or portion of the issue that requires the *in camera* session.

¹ Note: A general “in camera discussion” is not an acceptable agenda item on its own.



Attendance

In camera sessions will include Council members and the Registrar (unless the meeting is to discuss the Registrar's performance review or other issues related to the Registrar).

Council may decide to invite guests, such as legal counsel, senior staff, or other advisors, to the *in camera* session.

Non-Council members must leave the meeting before an *in camera* session begins.

Confidentiality

All discussions and materials presented during *in camera* sessions are strictly confidential. Council members and invited attendees are prohibited from disclosing any information discussed or distributed during *in camera* sessions to anyone outside the session unless authorized by the Council.

Documentation related to the *in camera* session, including *in camera* minutes, is confidential and will not be posted with the public Council meeting materials.

Minutes and Documentation

Public Council Minutes

The minutes of any Council meeting that included an *in camera* session must reflect that the session took place. The legislative grounds for going *in camera* must be noted in the meeting minutes.

***In Camera* Minutes**

Minutes of *in camera* sessions must be recorded separately from the regular Council meeting minutes. During *in camera* meetings, the Chair will appoint an individual to record the minutes and provide directions on what should be recorded. In general, the minutes should capture the essence of the discussion and any decisions made without including detailed confidential information.

The draft *in camera* session minutes will be presented for approval to Council members who participated in the session. After the minutes are approved, they will be kept confidential and separately from the regular Council meeting materials, along with any materials considered during the *in camera* meeting. Requests for access to the minutes must be made to the President and/or Vice President.

Reporting and Decisions:

Decisions made during *in camera* sessions may be reported in the open session of the Council meeting only if authorized by the Council.

4.0 AUTHORITY & MONITORING

Under subsection 7(2) of the Code¹, Council may exclude the public from a meeting or part of a meeting where:



- (a) matters involving public security may be disclosed;
- (b) financial or personal, or other matters may be disclosed of such a nature that the harm created by the disclosure would outweigh the desirability of adhering to the principle that meetings be open to the public;
- (c) a person involved in a criminal proceeding or civil suit or proceeding may be prejudiced;
- (d) personnel matters or property acquisitions will be discussed;
- (e) instructions will be given to or opinions received from the solicitors for the College; or
- (f) the Council will deliberate whether to exclude the public from a meeting or whether to make an order under subsection (3²).

5.0 RELATED DOCUMENTS

The *Regulated Health Professions Act, 1991*

The CRTO By-law no. 2

6.0 APPENDICES

Appendix A – *In camera* process (closing a Council meeting to discuss an item *in camera* and storing *in camera* minutes)

7.0 CONTACT INFORMATION

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² Health Professions Procedural Code, s.7 (3) In situations in which the Council may exclude the public from meetings, it may make orders it considers necessary to prevent the public disclosure of matters disclosed in the meeting, including banning publication or broadcasting of those matters.



Appendix A - In Camera Process

The process for closing a Council meeting to discuss an item *in camera*:

1. The *in camera* discussion topic must first be added to the Council meeting agenda.
2. The Chair announces the agenda topic.
3. A Council member makes a motion to have the discussion *in camera*, and another Council member seconds the motion. The mover should state the legislative grounds for going *in camera* (e.g., discussing financial or personnel matters).
4. If the motion to go *in camera* is approved, the Chair asks the public to leave the meeting and provides an estimate for when the meeting will be open to the public again.
5. The Chair appoints someone to record the minutes and gives directions on what should be recorded. The minutes will be approved at the end of the *in camera* session and will be stored pursuant to College policy and the procedure outlined below.
6. At the end of the private session, the Council will decide what, if anything, will be shared publicly once the meeting is open to the public again.
7. A motion will be made to end the *in camera* session.
8. If the motion to end the private session is approved, the Chair, or their designate, will invite the public to return.
9. The publicly available meeting minutes will record the motion to go *in camera* (including the relevant legislative grounds) and the motion to end the private session. The minutes will report the decisions made during the *in camera* session only if authorized by Council.

The process for storing *in camera* minutes:

Upon approval, the *in camera* minutes will be securely stored (i.e., password protected) on the CRTO's computer network, with access limited to the Registrar and the Chair of Council.

If the *in camera* minutes relate to the Registrar's performance, only the Chair and designated staff (other than the Registrar) will have access to the *in camera* minutes.