

<b>TITLE:</b>	<b>In Camera Meetings</b>		
<b>Manual/Policy #:</b>	Board of Directors # V-B-6	<b>Division:</b>	CPDMH
<b>Original Issue:</b>	September 2020	<b>Issued by:</b>	Board Chair and Board Secretary
<b>Previous Date Reviewed:</b>		<b>Approved by:</b>	Board of Directors
<b>Last Date Reviewed:</b>	September 2020	<b>Cross References</b>	

**1. POLICY STATEMENT:**

The Board of Directors of Carleton Place & District Memorial Hospital (“CPDMH”) is committed to conducting open Board meetings with the exception of *in-camera* sessions and special sessions as described below.

**2. SCOPE:**

This policy provides guidance to the Board of Directors about the circumstances and process for holding *in-camera* meetings of the Board of Directors.

**3. GUIDING PRINCIPLES:**

N/A

**4. DEFINITIONS:**

N/A

**5. PROCEDURE:**

*In Camera* meetings may be held at the beginning or the end of the open segment of each Board meeting. Only those persons authorized by the Board to remain at the *in camera* meeting will be permitted to remain. Other persons will be excused from the *in camera* meeting.

The Chair of the Board determines which items will be discussed during the *in camera* meeting and will ensure that an agenda is prepared in advance. The Board may entertain a motion at any time during a meeting to transfer an agenda item from an open session to an *in camera* session.

Identified confidential matters should always be dealt with by the Board and committee *in camera*. Matters that will be dealt with during an *in camera* meeting include but are not limited to confidential discussions on:

- Matters involving property – security, acquisition, sale, lease, etc.
- Matters involving litigation or potential litigation
- Relationships with other corporate bodies, including material contracts
- Matters which, if discussed publicly, could seriously threaten the safety or health of a person
- Labour relations and employment related matters

- Recruitment, retention, compensation, evaluation and discipline of the President & CEO and Chief of Staff
- Information about the personal practice of regulated healthcare professionals, including credentialing and privileging matters
- Information related to the assessment or evaluation of the quality of healthcare including information protected by the *Quality of Care Information Protection Act*
- Advice or recommendations of officers or employees of the Corporation, or of a consultant retained by the Corporation that are made within a decision-making process
- Information relating to law enforcement activities or law enforcement investigations
- Patient issues
- Preparation of the Hospital Annual Planning Submissions (or equivalent) to the Local Health Integration Network and/or government of Ontario
- Fundraising activities of the Corporation, including any information relating to charitable donations made to the Corporation for the operations of the Carleton Place & District Memorial Hospital Foundation
- Internal Board governance matters
- Protected information
  - Information that would reveal the confidential commercial, financial, labour relations, scientific or technical information of an individual or company
  - Information that is subject to solicitor client privilege
  - Personal information of individuals, including employees

All of the Board's customary rules and practices of procedure will apply during *in camera* meetings. Voting on items during an *in camera* meeting shall take place in accordance with the regular provisions governing Board meetings.

The Board is not required to report back to an open meeting as the full Board attends the *in camera* meeting.

Minutes of *in camera* meetings will be distributed to those in attendance and require those persons to whom they are distributed to keep them confidential unless disclosure is specifically required by law.

Minutes of an *in camera* meeting will be presented for approval at a subsequent *in camera* meeting.

In addition to *in camera* meetings, the elected members of the Board of Directors may periodically have a "closed *in camera* meeting" for elected Directors only, following an *in camera* meeting and the Secretary may attend as such unless the Chair decides otherwise.

## **6. REFERENCES:**

CPDMH Policy IV-A-07 Policy and Procedure for Board Meetings  
Almonte General Hospital, In Camera Meetings Policy

## **7. APPENDICES:**

N/A

## **Evaluation**

This policy will be reviewed every 2 years.

