

TITLE:	In-Camera Allied Boards Meetings		
Manual/Policy#:	MRHA Boards of Directors # V-B-6	Entity:	AGH / CPDMH
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Previous Date Reviewed:	Aril 2023	Approved by:	Allied Boards of Directors
Last Date Reviewed:	May 2025	Cross Reference(s):	

1. **POLICY STATEMENT**

The Almonte General Hospital Corporation (including Fairview Manor and Lanark County Paramedic Service) and the Carleton Place & District Memorial Hospital Corporation (“the Corporations”) are committed to conducting open Allied Boards meetings with the exception of in-camera, closed and special sessions as described below.

2. **SCOPE**

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

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 Allied Boards meeting. Only those persons authorized by the Allied Boards to remain at the *in-camera* meeting will be permitted to remain. Other persons will be excused from the *in-camera* meeting.

The Allied Boards Chair determines which items will be discussed during the *in-camera* meeting and will ensure that an agenda is prepared in advance. The Allied Boards 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 Allied Boards and committees *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 Chiefs 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 Corporations, or of a consultant retained by the Corporations 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 Ontario Health and/or government of Ontario
- Fundraising activities on behalf of the Corporations, including any information relating to charitable donations made to the Corporations or the Almonte General Hospital Foundation and/or the Carleton Place & District Memorial Hospital Foundation
- Internal board governance matters
- Protected information
 - Information that would reveal 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 Allied Boards customary rules and procedure practices will apply during *in-camera* meetings. Voting on items during an *in-camera* meeting shall take place in accordance with the regular provisions governing Allied Boards meetings.

The Allied Boards are not required to report back to an open meeting as the full Allied Boards attend 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 directors of the Allied Boards may periodically have a “closed *in-camera* meeting” for elected Directors only, following an *in-camera* meeting and the Allied Boards Secretary may attend at the invitation of the Allied Boards Chair.

6. **REFERENCES**

N/A

7. **APPENDICES**

N/A

Evaluation

This policy will be reviewed every two years.