



***In Camera* Meetings**

Policy 2.16

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| Section: | Governance | | |
| Approved By: | Council | Public: | Yes |
| Approved Date: | June 19, 2026 | Review Schedule: | Every 3 Years |
| Effective Date: | June 19, 2026 | Last Reviewed: | |
| Amended Date(s): | | Next Review Date: | September 2029 |

Purpose

The College of Medical Radiation and Imaging Technologists of Ontario (CMRITO) 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 Code¹, Schedule 2 of the *Regulated Health Professions Act, 1991* (the “Code”).

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

Policy

Agenda and Topics

A decision to close the meeting to the public must relate to a specific agenda item. The legislative grounds for the *in camera* session will be published in the meeting agenda prior to the meeting and will be noted accordingly in the publicly available minutes of the meeting.

¹ Despite subsection (1), the Council may exclude the public from any meeting or part of a meeting if it is satisfied that,
(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 (3).

The Chair is responsible for ensuring that *in camera* sessions remain focused on the designated items and do not digress into areas that ought to be discussed during the open Board meeting. The Chair has the authority to determine the appropriateness and relevance of the issues raised *in camera*.

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.

Attendance

In camera sessions will include Council members and the Registrar & CEO. The Registrar & CEO does not attend *in camera* meetings where their performance, contract or compensation are the subject(s) of discussion, unless invited by the Chair to attend to address the Council.

Council may also decide to include explicitly invited guests to the *in camera* session, such as legal counsel, subject matter experts or other advisors and senior staff, where a motion is carried permitting attendance. Members of the public (which includes the media) are not permitted to be present.

Reporting and Decisions

The publicly available meeting minutes will record the motion to go *in camera* (including the relevant legislative grounds) and the motion to end the *in camera* session.

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