

Council Policy

Policy Title	In Camera Sessions Policy
Date Revised	November 1, 2023
Date of next Review	September 2025

1. POLICY STATEMENT

In camera sessions are parts of Council meetings that are not held in public.

As a professional regulatory body, with a mandate to protect the public, CPSA Council places a high priority on making decisions in public meetings. For the purposes outlined in the CPSA Bylaws, there is provision for using in camera sessions. In camera sessions will therefore be used only for the purposes outlined in the Bylaws.

2. PURPOSE

This Policy provides guidance to Council Executive in chairing meetings, and to Council for participating in meetings. Guidance regarding who will be part of in camera sessions and the process for moving in and out of in camera sessions is also provided.

3. SCOPE

All of Council and CPSA Team members attending Council meetings will understand the role of the Chair in moving the meeting in camera, and the role of the Chair in deciding who will attend in camera.

4. POLICY

a) Default for Decision-making is the Public Meeting

Whenever possible, decisions will be taken in the public meeting. Especially when an agenda item is public and an in camera session is only required for a portion of the discussion. Following in camera discussion, the Chair will close the in camera portion of the meeting and re-open the public meeting, and the decision will be made in public and form part of the public meeting Minutes.

b) Initiation of an in camera session

CPSA Council has in camera sessions built into every Council meeting agenda. The content and agenda items of in camera sessions must follow the reasons for Council to go in camera, as outlined in Bylaw 20(27):

- i. advice from legal counsel or other privileged information;
- ii. financial, personnel or other matters that are of such a nature that avoiding public disclosure of information outweighs adhering to the principle that Council meetings be open to the public;
- iii. information that the College is otherwise required by law to keep confidential; and
- iv. any matter that would reveal private information about an individual.

In addition to the regularly-scheduled in camera sessions, Council may agree to move in camera should one of the reasons for an in camera discussion be encountered during a meeting. A motion to move in camera will be agreed to by consensus or voted on by Council.

c) Participation in an in-camera session

The CPSA Bylaws state the following:

20(28) An in-camera session or portion thereof involves members of Council and, at the discretion of the Chair, may involve non-voting members of Council, the Registrar, and other resource persons as the Chair may determine.

For the regularly-scheduled in camera sessions, which have agenda items attached to them, the Chair is able to make decisions in advance as to the inclusion of non-voting members of Council, the Registrar and other CPSA Team

members. Attendance can be determined before the start of the meeting, and attendance may be included in the in camera session agenda that is published.

For in camera discussions that are called during the meeting, the Chair may ask Council to stand at ease, while the Chair considers the topic of discussion, and whether or not non-voting and CPSA Team members should be asked to leave the room. During the short time period when Council is standing at ease, the Council Chair will weigh which attendees will bring value and input to the discussion to be held in camera. Non-voting Council members and CPSA Team members who are not needed for the discussion, will be asked to leave the room.

d) Being open and transparent about the purpose of in camera sessions

When the Chair moves a meeting from public to in camera, they will state the reason (from the Bylaws) for doing so.

The agenda items for regularly-scheduled in camera sessions are published on the CPSA website. All attendees of the regularly-scheduled in camera sessions will be listed with the agenda for the regularly-scheduled in camera session.

e) Responsibilities of the Chair

The Council Chair is responsible for:

- i. making decisions on who (other than voting Council members) will attend in camera sessions of Council.
- ii. ensuring the in camera topics are those that are permitted by Bylaw 20(27).
- iii. ensuring that the discussion while in camera does not stray beyond the reason that an in camera session was called.

5. APPROVAL

Council

6. AUTHORITY DOCUMENTS (Hyperlink documents for access)

[CPSA Bylaws](#)

7. DOCUMENT HISTORY

VERSION NO.	Version Date	DESCRIPTION OF CHANGE
1	September 7, 2023	NEW
2	November 1, 2023	Revisions per September 2023 Council meeting
APPROVAL	DATE	Signature
September 2023 Council meeting	September 7, 2023 (with last review by Governance Committee November 1, 2023)	