

Policy Name	GP-5.2 Observers at Council Meetings		
Policy Type	Governance Policy		
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Date of Last Review	2022 Aug 31	Reviewed by	Governance Committee
Date of Last Revisions	2022 Nov 18		
Date of Next Review			

Interested registrants or members of the public may attend open portions of Council meetings subject to the provisions of this policy.

Request to Attend

- Individuals may request to observe a Council meeting by completion of the online request form found on the College website.
- Requests may be made up to five (5) business days prior to the scheduled Council meeting.
- Observers will be accommodated on a first-come, first-served basis.
- Council may limit attendees.
- The Executive Committee will determine whether the request will be permitted or denied.

Requirements of Observers at Council Meetings

- All observers must sign a confidentiality agreement provided to them by the College prior to the start of the meeting.
- No pictures, audio, or video recordings of any kind are permitted without the approval of Council.
- Observers may only speak when invited to speak by the Chair of the meeting.
- Observers will be excused from all Council meeting breaks (e.g., coffee and lunch breaks).
- Observers are prohibited from attending In Camera sessions unless expressly invited.
- Professional behaviour is expected at all times. Unprofessional conduct by a registrant may be subject to a complaint under Part 4 of the Health Professions Act.
- The Chair or designate reserves the right to remove any observer at any time during the meeting for any reason.
- Observers respect the fact that the official minutes of any Council meeting are those published by Council. Any other notes or information published by Observers after the meeting are not official minutes.

The Chair is the spokesperson for Council; therefore, individual council members will not comment to observers on meeting proceedings. All requests for clarification, comments or concerns will be made in writing to the Chair following the meeting.

The College is not responsible for any costs or expenses incurred by observers to attend Council meetings.

Appendix: Process for Observers at Council Meetings

Before Council Meetings

- Observers will be provided with a confidentiality agreement and a meeting expectations document by email in advance of the Council meeting.
- Each observer will be required to provide their signed confidentiality agreement to the College at least 2 business days prior to the Council meeting.
- Observers may not be permitted to attend the Council meeting if the confidentiality agreement is received late.

In-person Council Meetings

- A designated seating area will be provided for observers.
- Registered observers will receive a copy of the meeting agenda either by email prior to the Council meeting or at their seats.
- A name tag is to be worn at all times during the meeting.
- As no recording of meeting proceedings is permitted, all electronic devices including, but not limited to, phones, tablets, notebooks, and laptops must be turned off and stowed away.

Virtual Council Meetings

- Observers will receive a copy of the agenda by email prior to the Council meeting.
- For meetings held via a videoconferencing platform, observers are required to join by video and remain visible on camera throughout the meeting, unless technical difficulties prevent video capabilities.
- Observers are required to show their first and last name on their videoconferencing profile to allow proper identification of all attendees.
- During videoconferencing meetings, observers are expected to conduct themselves the same as they would during in-person business meetings and to their microphones will be muted for the duration of the meeting unless directly called upon by the Chair of the meeting.
- If a phone call or other interruption must be tended to, observers are requested to leave their camera on and step out of the frame to lessen any distraction to the other attendees.
- As observers are not active meeting participants, they are not to use the “Chat” feature of the videoconferencing platform during a meeting.
- Unless necessary, observers are asked to refrain from exiting and rejoining the videoconference outside of scheduled break periods.
- For In Camera sessions and breaks, observers will be moved into a virtual waiting room and admitted back into the meeting at the appropriate times.