

## GP 23: Council Meeting Types, Sessions and Purpose

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| <b>Policy Type:</b><br>Council Governance   |                                     | <b>Policy No:</b><br>GP 23                          |
| <b>Effective Date:</b><br>February 18, 2020 | <b>Last Approval/Revision Date:</b> | <b>Policy Review Frequency:</b><br>Every Five Years |

### Purpose:

To identify the types of meetings, and various sessions therein, conducted by Council, to define the purpose of each type and session, and to clarify situations in which the public or the Registrar and others may be excluded from a portion of a Council meeting and establish procedures for same.

### Definitions:

**Advisors to Council:** any individual engaged to provide expert advice and guidance.

**Closed Session:** either an in-camera or Council-only segment of a General Council Meeting

**Transparency:** public access to Council Meetings and the willingness of Council to conduct business, make decisions in the public realm.

**Accountability:** the obligation of Council to provide explanation, interpretation, and rationale for its decisions to the public

**Open to Public:** a member of the public is able to attend.

**Public:** general public, clients, patients, media, registrants of the College, government representatives

### Background:

Council is committed to transparency and accountability to the public to maintain public confidence and trust. As such, Council aspires to achieve its work in the most transparent and accountable manner. This means that Council will conduct its business in meetings that are open to the public to the greatest extent possible.

Although the CPhM is not yet governed under the RHPA, the CPhM chooses to adopt the spirit of the RHPA and the public accountability with which it is written.

## POLICY

### *Types of Meetings*

#### General Council Meetings:

- Address fiduciary matters and strategic / generative matters of the College, resulting in policy decisions which advance College governance
- Council will hold all meetings open to the public; provisions for public to attend are set out in Governance Policy: Attending a Council Meeting.

#### Council Workshops:

- Support continuous Council education and learning by examining regulatory and governance concepts

## In-Camera

- Portions of a General Council Meeting may be held as a closed session, if appropriate:
- A portion of a General Council Meeting which is a closed session; the public is prohibited from attending. The Registrar attends in-camera sessions. Advisors are invited at the discretion of Council.
- During an in-camera session, Council may:
  - Discuss legal issues
  - Discuss crisis management
  - Discuss audit results
  - Discuss any matter relating to a specific individual
  - Seek consultation from a person engaged by the College to advise on a specific matter which is legitimately confidential in nature
  - Discuss highly sensitive business issues that are confidential in nature
- Normal business may not be conducted in an in-camera portion of a Council meeting.

## Council-only

- A portion of a General Council Meeting which is a closed session; the public and the Registrar are prohibited from attending. Advisors are invited to attend at the discretion of Council.
- During a Council-only session, Council may:
  - Receive report of the Registrar's annual performance appraisal
  - Discuss staff succession planning
  - Address legal issues involving the Registrar
- Normal business may not be conducted in a Council-only portion of a Council meeting.

## **Procedure:**

1. All meetings of Council are on public record and begin and adjourn as a meeting open to public.
2. A Closed Session may be called:
  - a. At the discretion of the President
  - b. At the request of any Council member, if agreed to by a majority of Council
  - c. At the request of the Registrar, if agreed to by a majority of Council
3. In calling for a Closed Session, an agenda must be proposed and adopted by Council prior to convening the Closed Session of Council.
4. By way of motion, Council will rise from its Public Session and convene in a Closed Session.
5. The President must preside over the Closed Session unless the President is in conflict or otherwise unable to preside over the meeting, at which point the remaining members of Council will appoint a remaining member to preside. The member presiding over the Closed Session must ensure that the agenda is adhered to.

6. During a Closed Session, Council, at its sole discretion, may include persons who it determines may add value to its discussions and deliberations i.e.: advisors such as legal counsel, consultants engaged by the College.
7. During a Closed Session, only the designated scribe and legal counsel may take and retain personal notes of the Closed Session.
  - i. The Registrar will be the designated scribe in an In-Camera Session.
  - ii. The President, or her or his designate, will be the designated scribe in a Council-only Session.
8. Any person attending a Closed Session must keep discussions from the Closed Session confidential unless otherwise authorized by Council.
9. Once the Closed Session portion of a meeting is concluded:
  - a. By way of motion, Council will rise from the Closed Session and reconvene in a Public Session.
  - b. The President, or member presiding over the Closed Session, will report decisions arising from the Closed Session, and any subsequent actions; decisions will be reflected in the Minutes of the General Meeting of Council.
  - c. Following a Council-only Session, the President, or member presiding over the Closed Session, will provide the Registrar with a summary of the matters discussed and communicate any follow up requested of her or him.
10. Confidential documents reviewed during a Closed Session will be retained and stored using the appropriate level of security.
11. Records from a Closed Session will be confidential and kept separate. Minutes of the General Meeting of Council will record decisions made during the Closed Session but not the discussion that took place.