
POLICY TYPE: GOVERNANCE POLICY – Council Policy

Policy No: CP 05

POLICY TITLE: Council Meeting Types

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To identify the types of meetings conducted by Council, define the purpose of each type, 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 a procedure for same.

Legislation

As per Section 25(5) of the *Regulated Health Professions Act* (“RHPA”), Council “must permit members of the public to attend meetings of the college and the Council, except where it considers that a private meeting is necessary to consider matters of a confidential nature or of a personal nature concerning an individual.”

Policy

Types of Meetings

1. General Council Meetings: Address fiduciary matters and strategic/generative matters of the College, resulting in policy decisions which advance College governance
2. Council Training/ Workshops: Support continuous Council learning and examination of regulatory and governance concepts
3. In-Camera Session: A portion of a meeting which is a closed session; the public is prohibited from attending. Advisors are invited at the discretion of the Council
4. Council-only Session: A portion of a 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

Council will hold all meetings open to the public. Portions of a meeting may be held as a Closed Session if appropriate:

- a. In-Camera Sessions, during which Council:
 - Discusses legal issues.
 - Discusses crisis management.
 - Discusses audit results.
 - Discusses any matter relating to a specific individual.
 - Seeks consultation from a person engaged by the College to advise on a specific matter which is legitimately confidential in nature.
 - Discusses highly sensitive business issues that are confidential in nature.

Normal business may not be conducted in an In-Camera Session.

- b. Council-only Sessions, during which Council:
 - Receives report of the Registrar’s annual performance appraisal
 - Discusses succession planning
 - Addresses legal issues involving the Registrar

Normal business may not be conducted in a Council-only Session.

Procedure:

1. A Closed Session may be called:
 - a. At the discretion of the Chair
 - b. At the request of any Council member, if agreed to by Council
 - c. At the request of the Registrar, if agreed by Council
2. In calling for a Closed Session, an agenda must be proposed and adopted by Council prior to convening a Closed Session of Council.
3. Council will rise from its General Meeting and convene in a Closed Session.
4. The Chair must preside over the Closed Session unless the Chair 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.
5. 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.
6. During a Closed Session, only the designated scribe and legal counsel may take and retain personal notes of the Closed Session.
7. The Registrar will be the designated scribe in an In-Camera Session.
8. The Chair, or her or his designate, will be the designated scribe in a Council-only Session.
9. Any person attending a Closed Session must keep discussions from the Closed Session confidential unless otherwise authorized by Council.
10. Once the Closed Session portion of a meeting is concluded:
 - a. Council will rise from the Closed Session and reconvene in a General Meeting of Council
 - b. The Chair, 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 Chair, 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.
11. Confidential documents reviewed during a Closed Session will be retained and stored using the appropriate level of security.

12. 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.