

Council Observer Guidelines & Rules of Conduct

Authorized by: Council

Date: September 7, 2017

Policy

CRPO welcomes observers to attend Council meetings. Council meetings are open to the public, with the exception of any *in camera* portion in accordance with the *Health Professions Procedural Code* of the *Regulated Health Professions Act, 1991*, section, 7(2). Specifically dealing with:

- 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). 1991, c. 18, Sched. 2, s. 7 (2); 2007, c. 10, Sched. M, s. 20 (2).

Council meeting agendas will be available on the [CRPO website](#) two weeks in advance of each meeting; meeting packages will be available one week in advance. Wherever possible, items that will be *in camera* will be identified on the agenda.

Due to **limited space** in the meeting room, anyone wishing to observe **must reserve** a spot and **receive confirmation** that they have a seat before attending any Council meeting. Staff will be able to accept reservations once the agenda is posted. Due to space consideration, we ask that each organization or association only send one representative.

Council meetings are held at 375 University Avenue, Suite 803.

The College's guidelines & rules of conduct for observing Council meetings are as follows:

1. Members of the public are welcome to observe the Council meeting, but cannot engage in Council discussions. Observers are asked to refrain from participating in the meeting or transmitting information to Council members when the meeting is in session.
 - o Questions received prior to the Council meeting in accordance with the [Question Period Policy](#) may be addressed at the end of the meeting.
2. Along with Council members, observers are asked to mute cell phones and other devices during the meeting.
3. Observers may not audio- or video-record Council meetings. Note-taking is acceptable.
4. There are morning and afternoon breaks and an approximately one-hour break for lunch. The Chair will announce when breaks are to take place. Observers are asked to make their own arrangements for these breaks. Observers should maintain quiet, and where possible, limit comings and goings throughout the meeting to scheduled breaks.

5. The College of Registered Psychotherapists of Ontario is a scent free environment. Observers are asked to please refrain from using scented products when attending Council meetings.
6. CRPO does not have Wi-Fi at this time. Therefore, please ensure that you have downloaded the materials you may need in advance.

If you have any questions prior to or after the meeting, or to make a reservation, please contact:
info@crpo.ca