



CSHBC BOARD MEETINGS

Guidelines for Observers

These guidelines establish the expectations for observers that attend meetings of the College Board. Observers include registrants, members of the public, committee members, or other individuals who do not sit on the Board.

It is the expectation that College Board meetings will be conducted in a safe and secure environment for all meeting participants.

Observers will be able to observe the proceedings, and listen, but will not be able to interact with Board members or speakers during the meeting itself.

DEFINITIONS

“Public session” means the segment of a Board meetings that is open for observation to all those who request to do so. The agenda for all public sessions is made available upon request.

“Closed session” means the segment of a Board meeting that is open only to Board members and invited observers. The agenda for a closed session is only available to Board members and, at the discretion of the Board, other participants.

“Observer” means a registrant, member of the public, committee member, or other individual who has been granted access to observe the public session of a Board meeting via videoconference link in accordance with these guidelines.

GUIDELINES

1. If a registrant, member of the public, committee member, or other individual wishes to observe the public session of a Board meeting, they must, at least seven (7) days prior to the meeting, contact the College to request access to the public session and provide their full name and email address to enquiries@cshbc.ca. Observer names are listed among the attendees included in the official minutes of Board meetings.
2. Meetings are open to the public except for matters which may be deemed to be confidential as provided in section 13(8) of the CSHBC Bylaws:

(8) The board may exclude any person from any part of a board meeting if it is satisfied that one or more of the following matters may be discussed:

- a. financial, personal or other matters of such a nature that the interest of any person affected or the public interest in avoiding public disclosure of those matters outweighs the public interest in board meetings being open to the public;

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- b. information concerning an application by any individual for registration under section 20 of the Act, the disclosure of which would be an unreasonable invasion of the applicant's personal privacy;
 - c. information concerning a complaint against, or an investigation of, any individual under Part 3 of the Act, the disclosure of which would be an unreasonable invasion of the individual's personal privacy;
 - d. information the disclosure of which may prejudice the interests of any person involved in
 - i. a proceeding under the Act, including a disciplinary proceeding under Part 3 of the Act or a review under Part 4.2 of the Act, or
 - ii. any other criminal, civil or administrative proceeding;
 - e. personnel matters;
 - f. property acquisitions or disposals;
 - g. the contents of examinations;
 - h. communications with the Office of the Ombudsperson;
 - i. instructions given to or opinions received from legal counsel under section 58, or any other matter that is subject to solicitor-client privilege;
 - j. information that the college would be required or authorized to refuse to disclose to an applicant making a request for records under Part 2 of FIPPA;
 - k. information that the college is otherwise required by law to keep confidential.

Confidential matters are addressed during a closed session.

- 3. Board meeting times and dates are listed on the College website.
- 4. Observer access to a Board meeting will end immediately upon completion of the public session or at the request of the Board Chair.
- 5. Observers may only attend the closed session of a Board meeting by invitation of the Board Chair.
- 6. Observers attending Board meetings do not have speaking privileges unless they have been advised of such privileges in advance of the meeting.
- 7. Interference with the progress of a Board meeting by an observer will not be permitted and any observer who attempts to impede the business of a meeting will be instructed by the Board Chair to leave. In such circumstances, the observer's access will end immediately.
- 8. Any audio or video recording of the proceeding, including screen shots or other photographs, is prohibited.
- 9. Minutes of the public session of all Board meetings are published on the College website once they are approved, generally at the next scheduled Board meeting.