

TO: Council

FROM: Governance Committee

DATE: October 2th, 2017

SUBJECT: Publishing Council Meeting Materials Policy

On May 29, 2017, in anticipation of Bill 87, and in light of COO's commitment to transparency, Council tasked the Governance Committee with developing a policy regarding what Council materials should be published.

Background

The Council of the College of Opticians of Ontario ("COO") meets to discuss and make decisions about a wide range of issues affecting the governing of the profession. Council meetings are open to the public, unless the Council determines to exclude the public from all or part of a meeting in accordance with Schedule 2 of the *Regulated Health Professions Act (RHPA)*.

Schedule 2 of the *RHPA* also requires COO to post information on its website regarding upcoming Council meetings, and the information and documentation that will be provided to Council members at those meetings, except where the information or documentation relates to meetings or parts of meetings from which the public will be excluded.

Current College Practice

Currently, COO's practice is to:

- Publish the Council agenda on COO's website ahead of all meetings
- Make Council meeting materials available on request, unless they are *in camera* materials or contain legal advice
- Publish "Council Highlights" on COO's website promptly after every Council meeting
- Posting Council meeting minutes on COO's website once they are approved
- Audio stream Council meetings, and post the audio recording on the COO website

Council has tasked the Governance Committee with developing a policy regarding publication of Council meeting materials.

Attached is the draft Council Meeting Publication Policy

For Consideration:

Council is asked to approve the attached policy for publication and implementation on a going forward basis.

Governance Policy

Posting of Council Meeting Materials

The following policy shall govern the posting of information to the COO website regarding meetings of the Council of the COO:

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Posting of Council Meeting Materials

Prior to Council meetings:

1. The Registrar will review Council meeting materials prior to any materials being posted to the website. The Registrar will make a determination as to whether Council meeting materials are to be considered “public materials” or “*in camera* materials” based on the following criteria:
 - a. “Public materials” will include all materials provided to Council for the purposes of the meeting, including the agenda, briefing notes, reports and other supporting documents, with the exception of any *in camera* materials, as defined below.
 - b. “*In camera* materials” will consist of those materials that relate to a meeting or part of a meeting from which the Registrar anticipates that the Council will exclude the public, including agenda items detailing same. *In camera* materials will also include information or documentation relating to any legal advice to be received or discussed by Council at the meeting.

Governance Policy

Posting of Council Meeting Materials

2. Public materials will be posted to the COO website at least 5 business days in advance of Council meetings, and will remain posted to the COO website after the meeting. Where the Registrar anticipates that Council will exclude the public from all or part of a meeting, the grounds for doing so will be also be posted to the COO website at this time.
3. *In camera* materials will not be published.

Following Council meetings:

4. As soon as possible following Council meetings, a copy of the Council Meeting Highlights and any webinar relating to the meeting will be posted to the COO website.
5. Minutes of public Council meetings that have been approved by Council will be posted to the COO website.
6. Minutes of *in camera* Council meetings will not be published.