



College of
Registered
Psychotherapists
of Ontario

Type of document: guideline	Approved by: Executive
Date approved: Sept. 16, 2013	Next Review date: March 2026
Amendment dates: Sept. 16, 2021, March 9, 2023	

Council Observer Guideline

Purpose

The purpose of this guideline is to provide rules of conduct for individuals observing College Council meetings.

Relevant Legislation

[Regulated Health Professions Act](#)

[Health Professions Procedural Code](#)

Scope

This guideline applies to members of the public observing Council meetings.

Procedure for Observing Council Meetings via Livestream

Livestreaming Council meetings increases transparency and accessibility to those who reside outside of the Greater Toronto Area and enhances public protection by making attending Council meetings available to all Ontarians with internet access. Observers are asked to register in advance to receive a link to view the livestream.

Procedure for Observing In-Person Council Meetings

Due to limited space in the board 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, approximately two weeks prior to the meeting. Due to space consideration, we ask that each organization or association only send one representative. Council meetings are held at 375 University Avenue, Suite 800, unless otherwise noted.

Observer Guidelines for In-Person Council Meetings

1. Observers do not participate in the meeting or engage in Council discussions when the meeting is in session. Observers must also refrain from passing notes or other information to Council members during the meeting.
2. Observers are asked to turn off or silence cell phones and other devices and keep side conversations to a minimum.

3. Observers are asked to limit comings and goings during the meeting. There are scheduled morning and afternoon breaks and an approximately one-hour break for lunch. Observers are asked to make their own arrangements for these breaks.
4. Observers may not audio- or video-record Council meetings. This includes taking photographs, video, and voice recordings. Note-taking is acceptable.
5. Council meetings are open to the public, except for any in camera portion in accordance with the *Health Professions Procedural Code of the Regulated Health Professions Act, 1991*, section, 7(2). If known in advance, in camera items are noted on the agenda. The agenda is posted approximately two weeks prior to the meeting. Meeting materials are posted approximately one week prior to the meeting.
6. The College is a fragrance-free environment. This applies to all staff, Council members and visitors.