



Type of policy: Governance	Approved by: Council
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Question Period Policy

Purpose

The purpose of this policy is to ensure Council meetings are efficient and effective by fully briefing Council members on all agenda items to be covered, including questions from system partners.¹

Relevant Legislation/Policies

Health Professions Procedural Code

[Council Observer Guidelines](#)

Context

CRPO is committed to communicating openly with system partners and is aware that there will be times when these interested parties have questions that they would like to have answered by the full Council in a public meeting.

Scope

This policy applies to system partners (i.e., members of the public, professional association or education program representatives) seeking to engage Council on issues that have been included in an upcoming agenda or that have not yet been identified as something Council will address.

Policy

Staff informs Council of any relevant background information using briefing notes that are prepared and presented in advance of meetings. Agendas are posted approximately two weeks prior to the scheduled meeting.

Meeting packages are posted approximately one week prior to the meeting. Any individual or group wishing to ask a question of the CRPO Council related to an item on the agenda for the next meeting must submit the question in writing at least ten days prior to the meeting date to the CRPO via info@crpo.ca.

Questions related to items that have not yet been identified as something Council will address must be submitted in writing at least 30 days prior to the meeting date to the CRPO via info@crpo.ca.

Question requests should identify the system partner(s) posing the question, including any professional or other associations involved. The request must also include a brief description of the issue. (Note: the question may be included in the Council meeting materials).

¹ system partners include members of the public, professional associations, education programs



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The Registrar and Chair will review all system partner questions and the group or individual will be notified no less than one week in advance of the meeting date as to whether the question can be addressed at the meeting.

Note that Council will receive questions but is not obligated to respond or take action at the meeting. Some questions may be answered directly by staff outside of the Council meeting.