



GUIDELINES FOR MEETING OBSERVERS

This guideline aims to set appropriate expectations in instances where observers attend meetings of the COBC Board. Observers include registrants, members of the public, or other Board/Committee members who do not actively sit on the Board/Committee that is conducting the meeting.

It is the expectation that the business of these meetings can proceed appropriately and with full attention to a safe, comfortable, and secure environment for all meeting participants.

There will be no comment by the COBC regarding any of the matters that have been considered and discussed by the board or panel.

Definitions

Open session:

Meetings that are open for observation to all those who wish to do so. The agenda for all open sessions is made available.

In-camera:

Discussions at Board meetings that are open only to Board members and invited observers. The agenda for an in-camera session is only available to Board members and, at the discretion of the Board, observers.

Guidelines

1. Meetings are open to the public except for matters which may be deemed to be confidential, as provided in the *Bylaws, Section 13*:
 - (3) *Subject to subsection (4), meetings of the board must be open to registrants and to the public.*
 - (4) *The board may exclude any person from any part of a meeting if it is satisfied that one or more of the following matters will be discussed*
 - (a) *financial or 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,*
 - (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 Ombudsman,*
- (i) *instructions to be given to or opinions to be received from legal counsel for the college, the board or committees, 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 the Freedom of Information and Protection of Privacy Act, or*
- (k) *information that the college is otherwise required by law to keep confidential.*

Confidential matters are addressed in-camera.

2. Meeting times, dates and locations for Board meetings are announced on the COBC website. Meeting times, dates, and locations for Committee meetings are available upon request by contacting the COBC (reception@cobc.ca).
3. Observers are requested to RSVP in advance if they wish to attend an open session of a meeting. Observer names are listed among the attendees included in the official minutes of the meeting.
4. Observers will exit the meeting immediately upon completion of the open session of the meeting or at the request of the Chair.
5. Observers may only attend in-camera segments of meetings by invitation of the Board/Committee or Board/Committee Chair.



6. Observers attending meetings do not have speaking privileges unless they have been advised of such privileges in advance of the meeting (e.g., resource personnel, invited presenters) or, at the meeting in response to due process, provided with speaking privileges.
7. Interference with the progress of a meeting by an observer will not be permitted and any observer who attempts to impede the business of the meeting will be instructed by the meeting Chair to leave. In such circumstances, the observer will exit the meeting immediately.
8. The use of cameras and recording equipment is strictly prohibited by any observer of any meeting.
9. Minutes of the open session of all Board meetings are available online once they are approved, generally, at the next scheduled Board Meeting. Minutes of the open session of all Committee meetings are available upon request following their approval at the next scheduled committee meeting.

If you have any questions regarding these guidelines, please contact COBC staff.

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