

## BRIEFING NOTE

**TO:** Board of Directors

**FROM:** Governance Committee

**DATE:** December 7, 2020

**SUBJECT:** 15.6 Content Review of Posting of Board Materials Policy 4-23

☒ For Decision

☐ For Information

☐ Monitoring Report

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**Purpose:**

To carry out a scheduled review of the Posting of Board Materials Policy 4-23 for the purpose of determining whether any amendments are necessary.

**Background:**

It is the responsibility of the Board to develop, approve, update and evaluate implementation of its governance policies. Appendix 2 to the COO's Policy Governance Manual sets out a review schedule for all policies in the manual. The purpose of reviewing the policies on a regular basis is to ensure that they continue to be relevant and serve the function that they were implemented for.

**For Consideration:**

The Posting of Board Materials Policy 4-23 is attached in **Appendix A** below. This policy was first approved by the Board on October 2, 2017 and falls within the Governance Process category. Governance Process policies are policies that describe the Board's own operations and processes for carrying out its mandate.

The policy sets out the process for posting board meeting materials to the COO website to ensure transparency and compliance with the posting requirements set out in the Health Professions Procedural Code.

On review, the Governance Committee was of the view that the policy continues to adequately serve the Board's needs and that that no amendments were necessary.

**Public Interest Considerations:**

The Board has recognized the importance of strong governance in order to carry out its object of regulating the profession in the public interest and has invested significant time and resources into updating its governance policies and processes. Reviewing the content of these policies ensures that policies are consistent and effective, and that the College is up to date with regulations, technology, and regulatory best practices.

**Diversity, Equity and Inclusion Considerations:**

The COO's updated website was built to ensure compliance with the *Accessibility for Ontarians with Disabilities Act*. The COO continues to review whether there are ways for the website to be made more accessible, both in terms of its technical functionality and ensure that contents are relational and easy to find.

**Recommendation:**

To approve the Posting of Board Materials Policy 4-23 with no amendments, as recommended by the Governance Committee.

## POLICY TYPE: GOVERNANCE PROCESS

### 4-23 Posting of Board Materials Policy

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

#### Background

The Board 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. Board meetings are open to the public, unless the Board 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 Board meetings, and the information and documentation that will be provided to Directors at those meetings, except where the information or documentation relates to meetings or parts of meetings from which the public will be excluded.

#### Posting of Board Meeting Materials

##### Prior to Board meetings:

1. The Registrar, CEO will review Board meeting materials prior to any materials being posted to the website. The Registrar, CEO will make a determination as to whether Board 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 the Board 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, CEO anticipates that the Board 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 the Board at the meeting.
2. Public materials will be posted to the COO website at least 5 business days in advance of Board meetings and will remain posted to the COO website after the meeting. Where the Registrar, CEO anticipates that the Board 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 Board meetings:

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