

Council Policy

Policy Title	Council Member Attendance at Meetings of Committees to Which They Are Not Appointed as Member
Date Created	March 2022
Date of next Review	March 2024

1. POLICY STATEMENT

Voting and non-voting Council members may attend at meetings of standing or ad-hoc committees to which they are not appointed as member for the purpose of observing the meeting.

PURPOSE

This Policy sets out fundamental principles and practices for proactively avoiding conflicts of interest, upholding ethical conduct, and ensuring the integrity of committee business in the absence of undue influence by voting or non-voting Council member attendance at a meeting of a standing or ad-hoc committee to which they are not appointed as a member. The Policy also supports Council members' in identifying interest in being involved in committees in future or identifying areas in which they may wish to enhance their own personal learning journeys.

2. SCOPE

This Policy applies to voting and non-voting members of Council in accordance with Council bylaws.

3. RESPONSIBILITIES

1. Voting and non-voting members of Council may attend only in the capacity of observer at meetings to which they are not appointed.
2. Voting and non-voting members of Council may attend in the capacity of observer at meetings of the following committees to which they are not appointed as member:
 - a. CPSA standing Council committees:
 - i. Finance and Audit Committee
 - ii. Governance Committee
 - iii. Legislation and Bylaw Committee

- b. CPSA standing advisory committees¹; and
 - c. CPSA ad hoc advisory committees².
3. Voting and non-voting Council members may not attend in the capacity of observer at meetings of the following committees³ to which they are not appointed as member:
 - a. Executive Committee;
 - b. Continuing Competence Committee, including
 - i. Assessment Program Advisory Committee
 - ii. Physician Health Monitoring Committee;
 - c. Medical Facility Accreditation Committee;
 - d. Complaint Review Committee; and
 - e. Hearing Tribunals.
4. Voting and non-voting members of Council who wish to attend in the capacity of observe at meetings of committees to which they are not appointed as member:
 - a. Must obtain permission from the Chair of the committee at least one (1) week in advance of the scheduled meeting;
 - b. Must disclose any real, perceived or potential conflict(s) of interest at the time they seek permission from the Chair of the committee to attending the meeting;
 - c. Must not appear at any portion of a meeting that is not considered to be open to the public;
 - d. Must only address the committee if invited to do so by the Chair of the committee;
 - e. Must not participate in committee deliberations or decision making;
 - f. Must excuse themselves from the meeting immediately upon being asked to do so.
5. A voting or non-voting member of Council who attends in the capacity of observer at a meeting of a committee to which they are not appointed as member may not claim expenses or per diem amounts for their attendance.

¹ Eg., Accreditation advisory committees

² Eg., Equity, Diversity and Inclusion Advisory Committee, Indigenous Advisory Circle

³ These committees deal with matters that are highly confidential in nature (eg., information about individual practitioners, etc.) and/or may be appealed to Council or a panel of Council.

4. APPROVAL

This policy requires approval by CPSA Council.

5. AUTHORITY DOCUMENTS

[CPSA Bylaws](#), section 18.1

6. SUPPORTING DOCUMENTS

List documents that assist in the implementation or compliance of this policy such as a procedure list, response template or decision matrix.

- [Council Code of Conduct](#)

7. DOCUMENT HISTORY

VERSION NO.	Version Date	DESCRIPTION OF CHANGE
1	March 2022	Initial Draft
2		
APPROVAL	DATE	Signature
Council Motion #C4-22	March 17, 2022	