College of Physiotherapists of Manitoba

GOVERNANCE DIRECTION
Current as of: October 30, 2026

Observer Participation at Council Meetings Policy

Mandate/Purpose:

The Council of the College of Physiotherapists of Manitoba (CPM) is committed to transparency, accountability, and serving the public interest in the regulation of the physiotherapy profession.

The purpose of this policy is to establish clear processes for informing the public about Council meetings and providing members of the public and College registrants with an opportunity to observe open Council meetings.

This policy outlines the requirements and expectations for observer registration, virtual attendance, conduct, confidentiality, and communication with the College following a meeting.

The policy also establishes the distinction between observing Council proceedings and participating in Council discussions or decision-making.

Policy Statement

The Council will ensure that appropriate governance processes are in place for:

- Informing the observers of scheduled Council meetings.
- Providing information on how to register for and attend open Council meetings.
- Ensuring that open Council meeting agendas are clear and appropriately communicated.
- Establishing procedures for conducting open, closed or in-camera Council meetings.
- Establishing clear expectations regarding observer conduct, confidentiality, and participation.
- Taking minutes of open Council meetings and making approved meeting synopses available to the public.

The College recognizes the importance of public access to Council proceedings while maintaining the confidentiality and integrity of regulatory and governance matters.

All observers will be required to attend Council meetings virtually. In-person attendance by observers will not be permitted, regardless of the meeting format or location.

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TYPES OF COUNCIL MEETINGS

Open Council Meetings

Open Council meetings provide an opportunity for members of the public and College registrants to observe Council proceedings and gain an understanding of the College's governance and decision-making processes.

- Open Council meetings are accessible to registered observers through a virtual meeting platform.
- Observers may attend virtually only, even when Council members are meeting in person.
- Meeting dates and observer registration instructions will be made available on the College website.
- Observers must register two weeks in advance and receive a meeting link directly from the College.
- Approved minutes synopsis of open Council meetings will be published on the College website.

There shall be at least four (4) regular open Council meetings per annum. Changes in the schedule will be posted on the College's website at least forty-eight (48) hours prior to the affected Council meeting. An open meeting of the Council may be held without notice, immediately following the annual meeting of the College as needed.

Closed/In-Camera Council Meetings

A closed Council meeting or portion of a meeting may be held when confidential or sensitive matters require restricted access, in accordance with applicable legislation, bylaws, and College policies.

Matters considered in a closed session may include, but are not limited to:

- Personnel or personal matters relating to individuals.
- Legal advice or matters subject to solicitor-client privilege.
- Registration, reinstatement, renewal, or certification matters.
- Appeals or other confidential regulatory matters.
- Examination-related information.
- Other matters where the need for confidentiality outweighs the public interest in open proceedings.

In-camera sessions provide Council with an opportunity to discuss confidential governance, organizational, personnel, or other sensitive matters.

These sessions are restricted to authorized participants, as determined by Council and in accordance with applicable legislation and College policies.

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Registration Contact:

Email: info.cpm@manitobaphysio.com

Upon successful registration, observers will receive the virtual meeting link and any relevant attendance instructions directly from the College.

The following requirements apply:

- Only individuals who have registered two weeks in advance and received a meeting link directly from the College will be admitted.
- Meeting links must not be shared, forwarded, or distributed to other individuals.
- Observers must join using the name provided during registration.
- Observers may be placed in a virtual waiting room until admitted by the meeting host.
- Observers are responsible for ensuring they have a suitable internet connection and access to the required virtual meeting platform.
- Observers must not attempt to access the meeting through another individual's registration or meeting link.

In-person attendance is not available to observers under any circumstances, including when Council members are meeting at the College or another physical location.

Participation Restrictions

Observers attend meetings solely in an observational capacity and are not participants in Council discussions or decision-making.

Observers:

- will not be able to enable their microphone or camera while in attendance and therefore cannot;
    - Speak or make verbal contributions during the meeting.
    - Ask questions during the meeting.
- Are not permitted to use the chat function or other meeting-platform features to communicate with Council members or meeting participants.
- Are not permitted to share their screens, present materials, or otherwise interrupt the proceedings.

Only Council members, authorized College staff, and individuals specifically invited or authorized by the Council Chair may participate in meeting discussions.

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RECORDING, PHOTOGRAPHY, AND CONFIDENTIALITY

To protect the privacy of meeting participants and the confidentiality of Council proceedings, observers are subject to the following restrictions:

- Observers must not audio-record or video-record any portion of a Council meeting.
- Taking photographs or screenshots of the meeting, participants, or shared content is prohibited.
- Observers must not livestream, broadcast, or otherwise reproduce any portion of the meeting.
- Observers must not distribute, publish, or share meeting content, recordings, screenshots, or other materials obtained through unauthorized means.

The College may record virtual Council meetings for the purpose of assisting with the preparation of meeting minutes and maintaining appropriate internal records.

Such recordings are for college purposes only and do not provide observers with permission to record or reproduce any portion of the meeting.

A synopsis of the minutes from approved open Council meetings will be made available on the College website following Council approval.

Respectful Meeting Environment

Observers are expected to conduct themselves respectfully and avoid any activity that may disrupt the proceedings.

The Council Chair or designated meeting host retains the authority to manage the meeting and address any inappropriate or disruptive behaviour.

Individuals who do not comply with the observer requirements may be removed from the virtual meeting.

The College may decline future observer access where an individual has repeatedly failed to comply with these requirements, subject to applicable College procedures.

QUESTIONS AND COMMUNICATION FOLLOWING COUNCIL MEETINGS

Observers are not permitted to ask questions or seek clarification during open Council meetings.

The College does not provide a question-and-answer session during or following Council meetings.

Individuals who have questions arising from a Council meeting must submit their questions by email to:

info.cpm@manitobaphysio.com

Questions must be submitted following the conclusion of the meeting.

The Council and staff delegate will review questions received and determine the appropriate response, where applicable. Responses will be provided at the College's discretion and in accordance with applicable confidentiality requirements, legislation, and College policies.

POLICY REVIEW

This policy will be reviewed at least every five years or earlier if required due to changes in legislation, bylaws, governance practices, or College procedures.

Any amendments to this policy must be reviewed and approved by Council in accordance with the College's established policy approval process.