



## **Public and Registrant Participation Policy at CDSBC Board Meetings and Annual General Meetings**

**9 May 2019**

As a regulator working in the public interest, CDSBC welcomes public participation at our Board meetings and endeavors to create an environment in which members of the public feel comfortable and are able to ask relevant questions at an appropriate time.

CDSBC serves the public and promotes optimal health by regulating dentists, dental therapists and certified dental assistants.

Board meetings are held four times a year, usually in the months of September, November, February and June. Meetings of the CDSBC Board are open to the public and registrants. There are times when the board meets without the public or registrants present, these *in camera* meetings are confidential because the issues discussed relate to financial, personal or other such matters that can not be disclosed to the public.

The purpose of this Policy is to provide a framework for public and registrant participation as a routine part of CDSBC's meetings. A public session will be a standing item on board agendas and at Annual General Meetings (AGMs) and both the public and registrants will be able to participate with questions or comments.

- Public meeting dates, locations and agendas are published on CDSBC website. The AGM is also webcast.
- All attendees will be asked to sign in to attend a meeting. The meeting minutes will include the names of all attendees.
- The public and registrants are encouraged to provide any questions in advance of the meeting. This will help the Board and staff to provide a response to similar inquiries and provide satisfactory response.
- An electronic form will be made available to assist with submitting questions.
- At the AGM, the public and registrants are also able to submit questions online.
- Answers to online questions will be provided at the meeting.
- Anonymous questions will not be accepted.
- Meeting agendas will include a standing time frame of 15 minutes designated for comments and questions from the public and registrants; however, the Board has discretion to set the time limit for questions.



- Given the time constraints of business meetings, there is a need to balance the desire for an input with the need to address all the agenda items scheduled.
- Speakers will be asked to limit their questions or comments to a specific time frame, such as two minutes and to speak to a single issue.
- Questions and comments must relate to the agenda items of the meeting and reflect the mandate of CDSBC.
- The Board cannot respond to questions or comments about patient complaints and individual registrants due to confidentiality, privacy and legal requirements.
- The minutes of meetings are published on the CDSBC website and will include a summary of the questions and comments to the Board.

The College is dedicated to meet the values mentioned in the 2019-22 Strategic Plan as being patient-centred and engaged with the public by developing standards and guidelines that are clear, consistent, enforceable and up to date. Our goal is to strengthen productive relationships with the stakeholders by actively engaging the public in decision making.