



Ontario's Teaching Regulator  
L'organisme de réglementation  
de l'enseignement en Ontario

# Memo

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**Date:** March 4, 2022  
**To:** Council of the Ontario College of Teachers  
**From:** Jason Bennett, Director, Corporate & Council Services (interim)  
**Subject:** Authority to Review Past Meeting Minutes

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Section 7.3 of the *Standard Procedures of Council* contemplates situations in which a substantial turnover in Council may occur and authorizes the incoming Council to approve the minutes of the last meeting:

## 7.3 Minutes

The meeting is documented in the sequence in which the discussion occurs. The minutes of a meeting include a description of reports received, strategic direction given, and decisions made, but do not reflect the substance of the discussions.

Minutes remain in draft form until such time as they are approved at the following regular meeting of Council or a subcommittee. Approved Council minutes are public documents and are posted on the College's website in English and French.

*Approval of minutes when there has been a substantial change or replacement of all or a portion of Council's membership must occur at the next regular meeting once the new Council is in place. (emphasis added)*

The same principle applies to the minutes of subcommittee and committee minutes, as the *Standard Procedures for Subcommittees and Committees* incorporates the *Standard Procedures of Council* with necessary modification.

By voting to approve a set of minutes, a Council member is not attesting that they were present at the meeting in question and have a first-hand recollection such that they can verify the minutes. Rather, they are approving the minutes based on the trusted account of the Registrar and staff who adhere to a consistent and reliable process to document Council activities and decisions, along with the trusted accounts of any Council counterparts who may have been present at the meeting.

Therefore, Council, subcommittee and committee members are permitted to approve the minutes of a meeting they did not attend in the extraordinary event that its membership has been wholly or substantially changed between meetings – as occurred with the February 1, 2021 dissolution of Council and its committees, and the subsequent appointment of the Transition Supervisory Officer whose term ended on January 31, 2022.