

<b>Temiskaming Hospital - Policy</b>			
Authorized by	Board of Directors	Number	<b>GOV-2</b>
Responsible	Governance Committee	Effective Date	28-January-2020
Distribution	Board of Directors	Reviewed	28-January-2020
<b>OPEN BOARD MEETINGS</b>			

### **STATEMENT OF POLICY:**

Temiskaming Hospital is committed to being open and accountable to the public. In support of this statement, the Board of Temiskaming Hospital will hold Open Meetings of the Board. Although there is no legislated requirement for the number of meetings, the Board has established a target of at least nine (9) regular meetings per annum.

### **Purpose**

The public and staff are welcome to observe the open portion of the Board's meeting to:

- Facilitate the conduct of the Board's business in an open and transparent manner;
- Ensure the hospital maintains a close relationship with public, the media and stakeholder groups;
- Generate trust, openness and accountability.

### **Policy**

Members of the public are invited to attend the meetings of the Board in accordance with the following policy:

- *Notice of Meeting*  
A schedule of the date, location and time of the Board's regular meetings will be posted within the hospital, sent to the media and advertised in the local newspapers. Meetings usually occur on the fourth Tuesday of each month, except for December, July, and August.
- *Attendance*  
Board Directors are required to notify the President & CEO of their planned absence from a Board meeting by 0800 hours of the day of the meeting.

To ensure adequate space is available, members of the public wishing to attend must give notice to the Executive Assistant at 705-647-1088 ext. 2220 by 1530 hours (3:30pm) on the Friday preceding the meeting. The Board may limit the number of attendees if space is insufficient.

- *Conduct During the Meeting*  
Members of the public must be asked to identify themselves. Recording devices, videotaping and photography are prohibited.

The Chair may require anyone who displays disruptive conduct to leave.

- *Agendas and Board Materials*  
Agendas will be distributed at the meeting and may be obtained from the Board Secretary prior to the meeting. Supporting materials will be distributed only to the Board.

- *In-Camera Session*

The Board may move *in-camera* or hold special meetings that are not open to the public where it determines it is in the best interest of the hospital to do so. The Chair may order that the meeting move *in-camera* or any Board Director may request a matter be dealt with *in-camera*. A vote will be taken and if a majority of the Board decides the matter shall be dealt with *in-camera*, the Board will move to an *in-camera* session.

The following matters will be dealt with *in-camera*:

- The security of property of the corporation;
- Litigation or potential litigation including administrative tribunal matters;
- Contracts matters including negotiations or disputes;
- The acquisition, disposition, lease, exchange or expropriation of, or improvements to real or personal property, if the board considers that disclosure might reasonably be expected to harm the interests of the corporation;
- Individual employee matters;
- Human resource and labour relations matters including those pertaining to collective bargaining or terms of employment, including negotiations or potential negotiations;
- Professional staff appointments/re-appointments and changes in privileges;
- Patient-specific issues;
- Donor-specific issues;
- Other matters that, in the opinion of the majority of directors, the disclosure of which might be prejudicial to an individual or to the best interests of the corporation;
- Matters relating to an individual Board Director or a prospective Board Director;
- Board and committee self-evaluation;
- Receipt of advice that is subject to solicitor-client privilege including communications necessary for that purpose;
- Information that is prohibited from disclosure under the *Freedom of Information and Protection of Privacy Act*;
- Consideration of whether an item is to be discussed *in camera*; and
- Any other matters where personal information about an individual will or may be revealed.

Guests or counsel may remain during an in camera session with the permission of the chair or the consent of the meeting.

## **Delegations and Presentations**

Members of the public may not address the board or ask questions of the board without the permission of the chair. Individuals who wish to raise questions with the board must contact the Board Secretary in advance of the meeting.

## **Procedure for Members of the Public Addressing the Board**

Persons wishing to address the Board concerning matters relevant to the hospital must do so following the procedures listed below.

1. Written notice of the request to address the Board must be provided to the Secretary by noon, one week prior to the meeting. A brief description of the specific matter to be addressed should be included in the request.

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2. Requests to address the Board on a specific item will be granted (generally in order of the receipt of the requests) if approved by the Chair of the Board. Persons not permitted to address the Board shall be so notified.
3. The Board may limit the number of presentations at any one meeting.
4. Persons addressing the Board will be required to limit their remarks to five minutes. If a group wishes to make a submission, a spokesperson for the group should be identified.
5. The Chair is not obligated to grant a request to address the Board, and the Board is not obligated to take any action on the presentation it receives.

### Availability of Minutes

The minutes of the Open Board Meetings will be posted on the website.

### Committee Meetings

Meetings of committees are not open to the public.

### References

Ontario Hospital Association's Guide to Good Governance, Third Edition.

Revision History			
Revision	Date	Name	Summary of Changes
14	28-Jan-2020	Governance Cmt	Replaced "trustee" term with "Board Director"
13	6-Dec-2019	EA & Board Liaison	Renamed from GOV-19-02 to GOV-2
12	26-Mar-2019	Executive Assistant & Board Liaison	Moved from by-law to policy: 1. Directors responsibility to notify planned attendance 2. Number of meetings, set by the Board.
11	24-Jan-2017	Admin	GOV-17-03 aligned with Guide to Governance 3 <sup>rd</sup> Ed.
10	Feb-2015		GOV-15-04
9	2014		GOV-14-05
8	2013		GOV-13-02
7	2012		GOV-12-03
6	2011		GOV-11-02
5	2007		GOV-07-03
4	2006		GOV-06-07
3	2003		ADM-G-03-06
2	1998		ADM-G-98-28
1	1996		ADM-G-96-1