

BOARD MANUAL

SUBJECT: Board and Committee Meetings	NO.: 2-D-08
SECTION: Board Process	
APPROVED BY: Board of Directors	DATE: October 2, 2024

Policy

As the Hospital is a publicly funded corporation, the Board wishes to be as open and transparent in its deliberations as possible. Therefore, in the interest of good governance, meetings of the Board are open to the public. There are, however, specific occasions when the Board is required to meet in closed session (“*in camera*”).

A. Open Sessions of Meetings of the Board

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 is available from the President & CEO’s office and is posted on the Corporation’s website. Changes in the schedule are posted on the website. Instructions for attending are also provided.

Agendas and Board Materials

Agendas are available on the Corporation’s website and are distributed at the meeting. Printed copies of the agenda material are available upon request.

Public Attendance at Board Meetings

Any person wishing to attend open meetings of the Board in the capacity of an observer is entitled to do so and is welcomed by the Board. When meeting in person, seating is available at the meeting on a first come, first served basis due to space constraints. To comply with fire and other regulations, attendance may be restricted. When meeting virtually (or in a combined virtual/in-person format), any person wishing to attend the open meeting may contact the CEO’s office to receive information on how to virtually attend the open meeting.

Delegations to the Board

Members of the public may not address the Board or ask questions of the Board without the permission of the Chair, granted at the meeting.

Delegations to the Board will be considered according to Policy 2-D-9, Procedure for Members of the Public Addressing the Board.

Conduct During the Meeting

Members of the public may be asked to identify themselves. Recording devices, videotaping and photography are prohibited without consent of the Board Chair.

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

B. Closed Sessions of Meetings of the Board

As a broad principle, meetings of the Board are open to all who choose to attend unless disclosures made in the presence of non-directors are reasonably likely to prejudice the interests of either the Hospital or any other person whose interests the Hospital has an obligation to protect.

The Chair, prior to regular Board meetings, shall determine the need for an *in camera* session. Also, if a matter arises during a meeting that triggers the need for an *in camera* session, the Board may move any meeting or part of a meeting to an *in camera* session of the Board.

Topics to be addressed *in camera* include, but are not limited to, the following:

- Collective bargaining
- Legal advice and litigation
- Issues regarding identifiable staff including terms of employment, performance evaluation, discipline etc.
- Discussions related to privileges for medical/professional staff
- Acquisition, sale, lease, and exchange of property
- The disclosure of intimate, personal or financial information about an identifiable person
- Negotiation of contracts
- Sensitive information which if disclosed could prejudice the interests of the Hospital or a third party

Only those persons authorized by the Board to remain at an *in camera* meeting will be permitted to remain.

Minutes of *in camera* meetings shall be created, approved at a subsequent meeting and kept in a manner to maintain confidentiality and in accordance with the records retention policy.

C. Committee Meetings

Meetings of committees are not open to the public.

DEVELOPED: March 30, 2011		
REVISED/REVIEWED:		
June 25, 2014	September 27, 2017	November 24, 2021
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