

 Caring, Innovation Respect, Accountability	POLICY		Ver. 2.4
	Subject: Open Board Meetings		Supersedes – 2018-05-03
	Waypoint Board of Directors	Effective: Ratified on:	2018-10-24 2018-10-04
Ratified by:	President & Chief Executive Officer	Originated on:	2011-10-06
Review Facilitator:	All Board of Directors, Waypoint staff, and the public	Disclosure Status:	Open
Audience:	None		
Cross Reference:			

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:
 - The public
 - Media
 - Stakeholder groups
- Provide opportunities for community engagement
- Generate trust, openness and accountability

Policy

It is the policy of the Waypoint Centre for Mental Health Care that regular meetings of the Board will be open to the public.

Definition(s) – N/A

Roles & Responsibilities – see Procedures.

Procedures

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 available from the administration office and will be posted on the hospital's website. Changes in the schedule will be posted on the website.

- Attendance

To ensure adequate space is available, individuals wishing to attend must give at least 24 hours' notice to the Board secretary. The Board may limit the number of attendees if space is insufficient.

- Delegations and Presentations to the Board

In general, members of the public and media may attend Board meetings as observers but may not participate in meeting discussions.

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 meeting must be provided to the Board secretary no later than 10 working days prior to the meeting date. A brief description of the specific matter to be addressed must be included in the request and must be accompanied by any written material that the person will want to distribute to the Board.
2. Requests to address the Board on a specific item will be granted (generally in order of the receipt of the request) if approved by the Chair of the Board. Persons requesting an opportunity to address the Board will be notified of the Chair's decision at least three business days prior to the Board meeting.
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 or as otherwise determined at the discretion of the Chair. If a group wishes to make a submission, a spokesperson for the group must 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.

- Conduct During the Meeting

Members of the public may be asked to register themselves by providing name and contact information, and whether they have any formal affiliations. Recording devices, videotaping and photography are strictly prohibited. All cell phones and email devices must be turned off.

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

engage in disruptive behaviour may be prohibited from attending future meetings.

- 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.

- Business to be Conducted at Meetings

All meetings shall open with a call to order, recitation of the opening prayer and reflection, approval of the agenda, and approval of the minutes of the previous meeting of the same type, except in the case of a special meeting.

Regular Meetings: Only such items as are listed in the agenda provided with the notice of meeting, or which are raised under other business, and which receive unanimous approval by those Directors present at the meeting, shall become part of the business conducted at the meeting.

Special Meetings: Only that item, or those items, specified in the reason(s) for calling a special meeting, shall be considered at said meeting.

- 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 director may request a matter be dealt with in-camera, in which case a vote will be taken and if a majority of the Board decides, the matter shall be dealt with in-camera.

Planned in-camera sessions will be identified in the meeting Agenda and communicated in advance, where possible. Reasons for the closed session will appear on the Agenda. Proceedings and all information provided in an in-camera session is confidential and shall at all times be treated as such. When a discussion held in an in-camera session leads to a general policy decision, the Board may determine that this information may be made public.

The following types of matters may be dealt with during an in-camera session of the Board:

- Economic and other interests – information that, if disclosed, would affect the economic or other interests of the hospital, including:

- trade secrets, or financial, commercial, scientific, or technical information
- confidential quality of care information
- negotiation strategy
- personnel or administration plans that have not been put into operation or made public
- pending policy decisions that have not been made public
- information that could prejudice the hospital's economic interests or competitive position
- Security, health and safety - matters involving safety or security issues for individuals or hospital property or danger to health
- Legally privileged information - matters involving litigation or potential litigation or where legal advice or matters that are subject to solicitor and client privilege will be discussed
- Personal privacy – matters where an identifiable person will be discussed
- Human resources – matters related to labour relations and employment
- Professional staff – matters relating to appointments, re-appointments and credentialing issues
- Patient issues – including matters where personal health information (as defined in the *Personal Health Information Protection Act*) or quality of care information (as defined in the *Quality of Care Information Protection Act*) will be discussed
- Research – matters relating to research, including clinical trials
- Any matter that the board determines should be the subject of an in-camera session.

Decisions from in-camera sessions of the Board will be reported back to the open session and included in those minutes. Records of the in-camera sessions will be kept confidential and separate from other records.

The public is excluded from in-camera sessions. Guests or counsel may remain during an in-camera session with the permission of the Chair or the consent of the meeting. All individuals in attendance at in-camera sessions are subject to expectations of strict confidentiality.

Requests for Interviews

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.

Committee Meetings

Meetings of Advisory and Board committees are not open to the public.

Contact Information

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Office of the Board Secretary
Waypoint Centre for Mental Health Care
500 Church Street
Penetanguishene, Ontario
L9M 1G3
Telephone: 1-705-549-3181 ext 2200 or 2201
Fax: 1.705-549-0518
Email: clambie@waypointcentre.ca or slabrie@waypointcentre.ca

Cross Reference(s) – N/A

References

[Personal Health Information Protection Act](#)
[Quality of Care Information Protection Act](#)

End of POLICY

Keywords: in camera; public

Initiated: October 6, 2011

Revised: September 6, 2012

April 9, 2015

November 9 2017

May 3, 2018

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