

SOUTH EAST LHIN GOVERNANCE POLICY HANDBOOK

Title: Guide to Open Meetings of SE LHIN

Policy Number: 2.1

Section: Board Operations

Originated: LHSIA, 2005, Section 16(1)

Reviewed: December 2014

Revised: December 2014

Transparency and accountability for decision-making are principles that the South East LHIN's Board of Directors enthusiastically supports. We welcome the public and the media to our meetings. We hope that open board meetings will ensure that the South East LHIN fosters close, open and trusting relations with: the public; the media; other stakeholder groups.

Our community engagement sessions are venues that the board is using to ensure that public issues and concerns are recognized and understood.

Due to the complexity and volume of business that must be transacted, the board will not be interacting with the public or the media during meetings. Open board meetings are arranged to provide the public with an opportunity to observe decision-making processes and to gain an understanding of the rationale for plans and decisions.

Agenda and non-confidential supporting materials will be posted in advance of meetings at www.southeastlhin.on.ca. A limited number of copies of the agenda will be available at the open meeting.

We ask that all those attending meetings:

- Sign in at the registration desk. This will allow the South East LHIN to maintain accurate records of attendance and to facilitate follow-up media interviews following the meeting. Interviews with the media will be facilitated by LHIN staff on a first-come, first-served basis and will occur outside the meeting room following the termination of the board meeting.
- Turn off, or set to mute, all cell phones and pagers.
- Refrain from conversations during the meeting. These are distracting and make it difficult for everyone to hear the business at hand.

Meetings may be recorded by the media or South East LHIN for broadcast on radio, television or via the internet. Attendance by a member of the public at the meeting is implicit consent by the individual to the use of the recording for that purpose. Private photographs or recordings of proceedings are not permitted.

Video-conferencing and Teleconferencing

At the discretion of the board, public participation in a meeting may be by teleconferencing or video. Notice to the public of the meeting will reference the locations at which such conferencing will be available.

Chair in Control

- (a) Rulings or directives from the Chair will be followed by all at the meeting.
- (b) The Chair may exclude members of the public for improper conduct or disruptive behavior. The determination of what is improper conduct or disruptive behavior is within the discretion of the Chair. The Chair may recess the meeting and or call for assistance from local authorities to enable the removal of members of the public.
- (c) The Chair may terminate the meeting, prior to the conclusion of board business, if in the opinion of the Chair such an action is necessary.

Closed Board Sessions

Closed sessions of the board will be communicated in advance, where possible. Reasons for the closed session will appear on the agenda. Proceedings and all information provided in a closed board session are confidential. They are attended only by the Directors and those individuals whose presence the Directors have agreed is required. Where a discussion held in a closed session leads to a general policy decision, the Directors may determine that the information be made public.

The following are the reasons the board may choose to address a topic at a closed session:

- (i) *Personal or Public Interest*: financial, personal or other matters may be disclosed of such a nature that the desirability of avoiding public disclosure of them in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that board meetings be open to the public;
- (ii) *Public Security*: matters of public security will be discussed;
- (iii) *Security of the LHIN and its Directors*: the security of the Directors or property of the LHIN will be discussed;
- (iv) *Personal Health Information*: personal health information, as defined in section 4 of the Personal Health Information Protection Act, 2004, will be discussed;
- (v) *Prejudice to Legal Proceedings*: a person involved in a civil or criminal proceeding may be prejudiced;
- (vi) *Safety*: the safety of a person may be jeopardized;
- (vii) *Personnel Matters*: personnel matters involving an identifiable individual, including an employee of the LHIN, will be discussed;
- (viii) *Labour Relations*: negotiations or anticipated negotiations between the LHIN and a person, bargaining agent or party to a proceeding or an anticipated proceeding relating to labour relations or a person's employment by the LHIN will be discussed;
- (ix) *Matters subject to Solicitor Client Privilege*: litigation or contemplated litigation affecting the network will be discussed, or any legal advice provided to the LHIN will be discussed, or any other matter subject to solicitor-client privilege will be discussed;
- (x) *Matters Prescribed by Regulation*: matters identified in a regulation under the Act as permissible to discuss in a Closed Session.

How to bring a matter forward to the board

All items that require a decision by the Board of Directors must be received in writing by the Chair at the South East LHIN offices, 71 Adam Street, Belleville, Ontario, K8N 5K3. The Chair will decide if the matter is to be addressed at a board meeting and will schedule the item at an appropriate meeting, or determine if the matter would be better addressed in another committee or forum.