

### Open Board Meetings

COR-GOV-BRDM-15735-09-01-2022

Manual	Cluster	Theme
Corporate	Governance	Board Meetings

### Policy Preamble

In accordance with and subject to exceptions provided in the provisions to the Public Hospitals Act, the By-laws and policies of Holland Bloorview Kids Rehabilitation Hospital, Board of Directors meetings are open to the public.

### Policy Statement

This policy outlines the process established by the Board of Directors for the attendance by all interested parties Meetings of the Board of Directors, Committees of the Board are not open to the public.

### Procedure

#### I. Notification of Open Board Meetings

An annual schedule of Board meetings, including the proposed times, dates and location of Board meetings is available in the following areas of Holland Bloorview Kids Rehabilitation Hospital:

1. Available in the President & CEO's office
2. Posted on the website

The annual schedule will be posted as soon as possible after the future dates have been established by the Board of Directors.

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In the event it is necessary to change the time, date or location of a meeting, the Hospital will use reasonable efforts to notify the public of the change. Any telephone inquiries made by the public will be forwarded to the Senior Executive Assistant and Lead Corporate Governance to the Board of Directors, in the Office of the President & CEO.

#### **II. Board Meeting Agenda**

Copies of the full agenda will be available at each Board meeting for any members of the public in attendance. Supporting materials are distributed only to Directors.

#### **III. Board Meeting Minutes**

Minutes of the open meetings of the Board of Directors will be made available through the President & CEO's office upon request and on the website.

#### **IV. Policy/Procedure of Board Meetings**

##### **A. Open Portion of Board Meetings**

The "open portion of board meetings" refers to that portion of the Board of Directors Meeting that the public at large will be able to attend. The majority of the Board meeting will be conducted during the open portion of the Board meeting, including, any presentations, business arising from the minutes, Board Standing Committee reports and organization reports.

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#### **1) Public:**

Members of the public includes anyone who chooses to attend a Board meeting who is not a Director or a member of the staff of Holland Bloorview attending the meeting at the request of the Chair of the Board of the President and CEO of the Hospital. Examples include parents, clients, staff, external stakeholders, associations, volunteers, neighbours, the media, etc.

#### **2) Attendance by the Public:**

All interested members of the public who wish to attend a Board Meeting shall inform the President & CEO through the Senior Executive Assistant and Lead Corporate Governance, whenever possible, at least five working days prior to the meeting date in order that sufficient seating can be made available. The Board may limit the number of attendees for reasons of space. The Board Chair may exclude members of the public for improper conduct.

#### **3) Addressing the Board of Directors Concerning Agenda Matters:**

The following procedures are required to be followed by persons wishing to address the Board of Directors concerning matters on an agenda for a Board meeting:

- a) Written notice of the request to address the Board meeting must be provided to the Chair of the Board of Directors c/o Senior Executive Assistant and Lead Corporate Governance, no later than five working days prior to the meeting date. The applicable agenda item

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and a brief description of the specific matter to be addressed should be included in the request.

- b) Requests to address the Board on a specific agenda item will be granted (generally in the order of receipt of the requests) if approved by the Chair of the Board of Directors. Persons not permitted to address the Board will be notified and advised of the reason for the decision.
- c) A maximum of three persons will be permitted to address the Board at any one meeting.
- d) Persons addressing the Board concerning matters on the agenda will be required to limit their remarks to no more than five minutes.
- e) A sign-in sheet for public attendees will be provided at the open portion of the Board meeting for recording purposes only.

#### **4) Questions to the Board by the Public:**

Questions may be entertained at the end of each meeting at the discretion of the Chair. The Chair may direct questions to be answered by the Senior Management Team at their discretion. Members of the public addressing the Board meeting will be asked to identify themselves.

#### **5) Unannounced Presentations or Addresses to the Board:**

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Unless otherwise approved by a majority of Directors present at the meeting, addresses or presentations to the Board will not be permitted unless the procedures referred to above have been complied with.

#### **6) Regarding Use of Cameras and other Recording Equipment by Members of the Public:**

Members of the public are not permitted to record audio or video of any meeting of the Board. Doing so will be caused to be excluded from the meeting.

#### **B. Closed Portion of Board Meetings**

Board of Directors hold closed meetings as the need arises for discussion and consideration for confidential or sensitive matters concerning the Organization, e.g., legal issues, certain financial matters, human resource issues, property matters, material contracts, credentialing matters, client and family matters, donor issues.

The following guidelines were established with regard to closed meetings of the Board, however the Board agreed that as much business as possible should be conducted in the open session of the Board.

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- The use of closed sessions should, in general, be restricted to the discussion of items listed above as well as any other matter that the Chair deems to be confidential or sensitive.
- Attendance at closed sessions should be restricted to Directors of the Board unless the Chair or President & CEO specifically extend an invitation to others in relation to specific issues under discussion. In this event, the additional attendees will be specifically identified;
- Agendas, supporting materials and Minutes will be distributed confidentially to all Directors, and approved at the next closed meeting of the Board of Directors.

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### External Links

### Attachments

### Forms

### Related Policies

Committee	Review Date
Governance Committee	27 April 2023

Policy Lead	Last Revised	Last Reviewed
Cherrell Williams	13 July 2023	13 July 2023

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