

QUEENSWAY CARLETON HOSPITAL

GOVERNANCE POLICIES

Approved: June 2007  
Revised: February 2019

**POLICY TYPE: GOVERNANCE PROCESS**

**POLICY TITLE: ACCESS TO MEETINGS – PUBLIC PARTICIPATION**

---

**PURPOSE**

The public and staff are welcome to observe the open portion of board meetings to:

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

**POLICY**

**Meetings of the Board of Directors**

Members of the public are invited to attend the meetings of the Board of Directors 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 board 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.

Conduct During the Meeting

Members of the public may 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 are distributed at the meeting and can be requested from the Board Secretary one week in advance of the meeting date. Supporting materials will be distributed only to the board. Documentation going to the Board from various subcommittees is not available.

### In Camera Session

The Board may move in-camera or hold board meetings that are not open to the public where it determines it is in the best interest of the hospital to do so and/or that the matter is confidential. The Chair may order that the meeting move in-camera\*. 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 so decides, the matter shall be dealt with in-camera. Examples of such issues are matters dealing with personnel, labour relations, litigation, contracts under negotiation and security. Discussions held 'in-camera' do not form part of the public record.

### Presentations by the Public

A member of the public wishing to make a presentation to the Board of Directors must inform the Secretary of the Board at least 10 days in advance of the meeting, explaining the nature of the request. The Secretary, in consultation with the Board Chair, will determine the appropriateness of the request and whether a presentation should be tabled on the next or a future agenda of the Board. Members of the public will be requested to provide their full name and telephone number when presenting issues at the Board meetings.

Tabled presentations will be scheduled immediately prior to the Board's business meeting and will be limited to a maximum of five minutes, in general, to facilitate broad public input. The Board will acknowledge the presentations but, for efficiency purposes, may not respond to presentations or questions at the meetings.

### **Meetings of Committees of the Board**

All recommendations of Board Committees are brought before the Board for full discussion and action by the Board, and where authorities for decisions are provided to Committees, these decisions will be reported at the next Board of Directors meeting. From time to time, the public, staff and/or interested parties may be invited to attend with the concurrence of the chair of the Committee.

### **CONTACT INFORMATION**

Contact information for the Board Secretary is available on the hospital's website.

\* 'In-camera' applies to voting members of the Board and such other persons designated by the Chair as being pertinent to the discussion at hand.

**REFERENCE MATERIAL**

*Governance Center of Excellence Guide to Good Governance*, Third Edition, Attendance at Meetings and In Camera Meetings and Sample Policy for Open Board Meetings

*QCH Corporate By-law*

Policies on *Public Access to Board Meetings*, The Ottawa Hospital and Children's Hospital of Eastern Ontario