

# Holland Bloorview

Kids Rehabilitation Hospital

<b>CATEGORY:</b>	<b>BOARD/GOVERNANCE</b>	<b>NUMBER:</b>	<b>BG-015</b>
<b>SUBJECT:</b>	<b>BOARD MEETINGS - OPEN</b>	<b>ISSUED:</b>	January 1998
		<b>REVISED:</b>	August 2007 January 2010 February 2013
<b>AUTHORIZATION:</b>	_____	<b>PAGE:</b>	1 of 3
	<b>Chair, Board of Trustees</b>		

## PROCEDURE

### **I. Preamble**

The Board of Trustees of Holland Bloorview Kids Rehabilitation Hospital passed a resolution on June 26, 1996, confirming the consolidated By-law. Section 17.5 addresses the issue of all Board of Trustee meetings being open for attendance by all interested parties subject to Section 17.6 of the By-law. This document represents the procedures established by the Board of Trustees. These procedures do not apply to the Standing Committees of the Board.

### **II. 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) Available in the Library
- 3) Posted on the Holland Bloorview Kids Rehabilitation Hospital website

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

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 Sr. Executive Assistant to the Board of Trustees, in the Office of the President & CEO.

### **III. Board Meeting Agenda**

Copies of the full agenda will be available at each Board meeting for the audience's information. Supporting materials are distributed only to the Board of Trustees.

### **IV. Board Meeting Minutes**

Minutes of the open meetings of the Board of Trustees will be made available through the President & CEO's office upon request, on the Holland Bloorview Kids Rehabilitation Hospital website and available in the Board Meeting Binder located in the Library.

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		<b>REVISED:</b>	August 2007 January, 2010 February 2013
		<b>PAGE:</b>	2 of 3

## V. 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 Trustees 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.

#### 1) Defining the Public:

Members of the public are defined as any Canadian resident. For example, 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 Sr. Executive Assistant, 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 if space is limited.

#### 3) Addressing the Board of Trustees Concerning Agenda Matters:

The following procedures are required to be followed by persons wishing to address the Board of Trustees 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 Sr. Executive Assistant, c/o President & CEO, not later than five working days prior to the meeting date. The applicable agenda item 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 Trustees of Holland Bloorview Kids Rehabilitation Hospital and/or the Executive Committee of the Board. Persons not permitted to address the Board shall be so notified and will be 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 five minutes.

#### 4) Procedural Issues:

Any logistical and confidential concerns for a meeting will be stated in advance to all those concerned, if practicable. The “ground rules” may be repeated by the Chair at the start of the meetings if members of the public are present. A sign-in sheet for public attendees will be provided at the open portion of the Board meeting for recording purposes only.

#### 5) “Direct” 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 his/her

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		<b>PAGE:</b>	3 of 3

discretion. Members of the public addressing the Board meeting will be asked to identify themselves. The Board Chair may exclude members of the public for improper conduct.

6) Unannounced Presentations or Addresses to the Board:

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

7) Regarding Use of Cameras and other Recording Equipment by Members of the Public:

With the exception of any recording done by Holland Bloorview Kids Rehabilitation Hospital, any and all forms of cameras, video, audio and audio-visual recording equipment and storage devices will be strictly prohibited from any meeting of the Board.

B. Closed Portion of Board Meetings

It is important that the Board be allowed to receive certain reports and make certain policy decisions during closed sessions.

The "closed portion of board meetings" refers to the portion of the Board of Trustees meeting that will be restricted to Board members and ex-officio Board members only.

1) Confidentiality:

Agenda items for the closed portion of the Board meeting may include Human Resources, patient, financial, or litigation issues, as well as any other matter that the Chair deems to be confidential. The closed portion of the meeting will be held after the conclusion of the open portion of the Board meeting.

2) Agenda and Attachments (including Minutes):

Agendas and attachments (including minutes) for the closed portion of the Board meeting will only be distributed to Board members and ex-officio Board members.

**Reviewed by:**  
Governance Committee

**Date:**  
February 2013