

<b>Category: BOARD POLICY – BOARD PROCESS</b>	
<b>Title: Board Meeting Guidelines</b>	<b>Reference Number: AB240</b>
<b>Approved by: PHSA Board of Directors</b>	<b>Last Approved: April 25, 2018 Last Reviewed: April 25, 2018</b>

## **I GENERAL STATEMENT OF POLICY**

1. The Board is scheduled to meet five to six times a year. The frequency of meetings may be changed at any time in the discretion of the Board.
2. The schedule of Board Meetings will be available on the PHSA website.
3. Every scheduled meeting of the Board will, unless the Board otherwise determines, be a combination of a session which is open to the public (an “Open” session or meeting) and a session which is closed to the public (a “Closed”) session or meeting.
4. A Public Presentation Session will be held during each Open Board Meeting which will provide an opportunity for persons or groups to address the Board.
5. A Public Question & Answer Period will be held during each Open Board Meeting at which the Board will respond to written questions submitted by the public.
6. Where the Board determines that all agenda items for a particular meeting are to be addressed in a closed session there will be no open session of the Board meeting.
7. Meetings of Committees of the Board will not be open to the public, however reports from the Chairs of the Committees on such meetings will regularly be presented at the Open Board Meeting.

## **II CLOSED BOARD MEETINGS**

1. In order to protect the personal privacy of individuals, the business interests of individuals and companies, or the public interest, some items of business will not be addressed during the Open Board session but rather will be addressed in a Closed session of the Board. Those interests will be considered and balanced against the Board’s commitment to transparency in its proceedings. The Board will determine the items of business that will be conducted in the Closed Meeting. The Board, in exercising its discretion to address certain items of business in camera, will be governed by the applicable provisions of the *Freedom of Information and Protection of Privacy Act (FOIPPA)*, the *Evidence Act* and the *Emergency Health Services Act*.

<sup>\*</sup> See “Relevant Provisions of the Freedom of Information and Protection of Privacy Act and the Evidence Act”

2. In preparing the agenda, the Chair will recommend the items of business that in his or her opinion should be addressed in a Closed Meeting, in accordance with this policy. The Chair will circulate his/her recommendations to the Board members approximately three weeks in advance of the scheduled meeting. Any Board members who do not endorse the Chair's recommendations will notify the Executive Liaison to the Board within three days of receipt of the proposed agenda.
3. At the beginning of the Closed Meeting the Board will pass a motion approving the Closed Meeting agenda.

### **III OPEN BOARD MEETINGS**

1. Open Board Meetings are conducted in "public" such that members of the public may observe the meeting. Members of the public do not have the right to participate in the meeting other than in the Public Question & Answer Period and the Public Presentation sessions, as described below.
2. Any person wishing to attend Open Meetings of the PHSA Board of Directors in the capacity of an observer is entitled to do so and is welcomed by the Board. Because of space limitations, seating is available at the meeting on a first come first served basis and to comply with fire and other regulations, attendance may be restricted to a maximum number.
3. The agenda for the Open Board Meeting will be available to the public on the PHSA website not less than seven (7) days in advance of the meeting.

### **IV PROCEDURES DURING OPEN BOARD MEETINGS**

1. The meeting will be held in accordance with the Bylaws of PHSA and Roberts Rules of Order.
2. Participation in the discussion of the Board is limited to Board members, the CEO, and other management personnel or third parties who may be present at the invitation of the Board.
3. The Board vests in its Chair or presiding officer authority to adjourn the meeting prior to conclusion of Board business, if, in the opinion of the Chair, reasonable decorum is not observed.

### **V PROCEDURES FOR PUBLIC QUESTION & ANSWER PERIOD**

1. Persons or groups wishing to ask questions of the Board may submit them in writing by letter or email prior to the board meeting, or in writing at the time of registering for the Public Question & Answer Period.
2. The Board Chair will read the submitted question(s) and respond or direct the question to management for response.
3. Members of the public who have submitted a question, but who cannot personally attend the Open Board Meeting, will receive a written response.

4. Board and management will answer questions based on the order in which they are received.
5. The Board and management will endeavour to answer questions during the Public Question & Answer Period; in circumstances in which more information is required to answer a question, a written response will be provided at a later date.
6. To preserve the ability to entertain questions from the largest number of people, and to manage time effectively, the Board Chair reserves the right to limit the number of questions from individuals or repetitive questions.
7. Each Public Question & Answer Period will be advertised prior to each Open Board Meeting and posted on the PHSA website.
8. The Board Chair may, in his or her discretion, extend the period of time allocated to the Public Question & Answer Period.

## **VII PUBLIC PRESENTATIONS - REQUESTS TO ADDRESS THE BOARD**

1. Persons or groups wishing to make presentations to the Board must submit their request in writing to the Executive Liaison to the Board via a “Request to Address the Board” form indicating the name of the presenter, the group/delegation they represent, the topic and a 200-300 word summary of the presentation.
2. The request and all supporting material must be received at least 15 business days in advance of the date of the session.
3. Given that the number of presentations that the Board is able to hear is limited, individuals or groups who have made presentations to the Board on a similar or related subject within the past year will be given lower priority than individuals/groups who have not yet or not recently had the opportunity to present to the Board.
4. The Chair may decline to hear any presentation.
5. Each Public Presentation Session will be advertised prior to each Open Board Meeting and posted on the PHSA website.
6. The Chair may permit an individual or delegation to make a presentation notwithstanding that the individual or delegation has not fully complied with the requirements of this policy.

## **VIII PROCEDURES DURING PUBLIC PRESENTATIONS**

1. The time allotted for each presentation is ten (10) minutes. The Chair may extend this time limit if the Board decides that an extension of time is necessary in order to permit the delegation to give a complete outline of its position.
2. The total time for all Public Presentations will be limited to 45 minutes, including time for questions by the Board.
3. Presenters must be recognized by the Chair and must preface their presentation by an announcement of their name, address and group affiliation.
4. Board members or staff may ask the presenter questions during or after the presentation.

5. The Board vests in its Chair or presiding officer authority to terminate the presentation of an individual/group which does not adhere to the rules established above and may request any individual to leave the meeting if they do not observe reasonable decorum.

## **IX RELEVANT PROVISIONS OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (“FOIPPA”), THE EVIDENCE ACT AND THE EMERGENCY HEALTH SERVICES ACT**

There are a number of provisions in *FOIPPA* that are relevant to the exercise of discretion by the Board to exclude the public from its meetings, or portions of its meetings. *FOIPPA* sets out categories of information and records that the PHSA is either prohibited from disclosing or is permitted to refuse to disclose to third parties. Section 51 of the *Evidence Act* prohibits PHSA from disclosing certain information from a Quality Assurance Committee that has been so designated under the *Evidence Act*. A Ministerial Order issued pursuant to the Emergency Health Services Act sets out what types of matters may be discussed in closed meetings of the board of BC Emergency Health Services, following the passing of a resolution to such effect in open session.

The classifications of protected information in *FOIPPA* and the *Evidence Act* may be used by the Board as a guide when deciding the items of business on the Board meeting agenda that will be heard in camera, namely:

1. Advice or recommendations developed by or for the PHSA or its member agencies [section 13 *FOIPPA*].
2. Information that is subject to solicitor-client privilege [section 14 *FOIPPA*].
3. Information where the disclosure could reasonably be expected to harm the security of any property or systems of the PHSA or its member agencies [section 15(1) *FOIPPA*].
4. Information received by the PHSA in confidence from the government [section 16 *FOIPPA*].
5. Information where the disclosure could reasonably be expected to harm the financial or economic interests of the PHSA, its member agencies or the government [section 17 *FOIPPA*].
6. Information where the disclosure could reasonably be expected to harm an individual’s safety or mental or physical health or interfere with public safety [section 19 *FOIPPA*].
7. Information that would reveal trade secrets or the commercial, financial, labour relations, scientific or technical information of an individual or company [section 21 *FOIPPA*].
8. Personal information of individuals, including patients and employees of the PHSA and its member agencies [section 22 *FOIPPA*].
9. Information related to abortion services [section 22.1 *FOIPPA*].
10. Information submitted by quality assurance committees, including quality assurance committees designated under section 51 of the *Evidence Act*.

Policy Created on: April 17, 2003

Revision Dates:

June 11, 2003

December 7, 2004

June 23, 2005

February 9, 2006

April 13, 2011

April 23, 2014

October 21, 2015

October 19, 2016

April 25, 2018