

Public Participation Guide for Board Meetings



POLICY STATEMENT

Pursuant to the Regional Health Authorities Act, the Board strives to build and maintain strong and effective relationships with its communities through open public Board meetings on matters relating to the general governance and operations of Horizon Health Network.

Meetings of the Board will be held in public except when, as set out in the Regional Health Authorities Act, the meeting or a portion of the meeting would:

- Reveal information specific to an identifiable individual;
- Reveal information relating to risk management or patient care;
- Prejudice any security measures; or
- Compromise Horizon's effectiveness in carrying out its duties and responsibilities.

MEETINGS

- The Board will hold regular meetings at least four times each fiscal year at a time and place to be determined by the Board.
- Board meetings will be held in communities in Horizon Health Network.
- Board meetings will be advertised at least 14 days in advance.
- If required, an "in-camera" meeting will be held before the public meeting. This is a meeting of Board members and invited guests of the Board chairperson only, such as the Executive Leadership Team, legal counsel, consultants, etc.
- Approved minutes of public Board meetings will be available on the Horizon Health Network website.
- The meeting agenda will be available on the Horizon Health Network website.
- The Board Chair reserves the right to ask any member of the public to leave if proper conduct is not maintained.
- Board meetings are conducted in English, with simultaneous translation in French available at all public meetings.
- Anyone requesting additional information regarding Board meetings may contact: (506) 444-3371.

PUBLIC PARTICIPATION

A scheduled presentation period may be provided at any meeting, at a time to be determined by the Chair.

A question period of ten (10) minutes will be provided at the end of each meeting.

Presentations:

1. Requests to make a presentation to the Board must be submitted in writing at least thirty (30) days in advance of the meeting to the Executive Assistant of the Board indicating:
 - the name of the group/delegation they represent,
 - the name, qualifications and credentials (if applicable) of the presenter,
 - the topic of the presentation,

- a copy of the presentation,
 - audio visual requirements (LCD projector, overhead, etc).
2. Presentation requests will be considered in the order they are received. Persons who do not receive approval will be notified in writing. In some cases, it may be determined to be more appropriate for an individual or group to address their comments to a specific Board committee. In these situations, arrangements for presentations will be facilitated by the Executive Assistant of the Board and appropriate Vice President.
 3. Presenters should plan for 20 minutes, including questions, to make their presentation to the Board. The Chair allows members of the Board to ask questions for the purpose of clarifying points in connection with the presentation but will not allow discussion or statements on the issue.
 4. When a presenter makes statements that are or may be incorrect or unsupported, any member of the Board or the Executive Leadership Team may, upon recognition by the Chair, bring correction or clarification to the statements made.
 5. Upon conclusion of the presentation,
 - the Board receives the presentation without further debate, comment or action,
 - the Board may refer the matter presented to an appropriate Board committee or to Executive staff for follow-up or report,
 - motions will not be considered.
 6. Repeat presenters/presentations may not be accepted more than once in any given year.
 7. The decision to accept presentations is at the discretion of the Chair.

Question Period:

A question period of ten (10) minutes is provided at the end of each public Board meeting for members of the public.

1. Each person asking a question must identify themselves and who they represent.
2. All questions must be directed to the Chair who may redirect the question or take it under advisement if appropriate.
3. When a question is taken under advisement, the Chair will identify the means by which an answer will be provided.
4. Each person asking a question is permitted one (1) question and one (1) supplementary question.
5. Motions are not considered in this portion of the meeting.

MEDIA PARTICIPATION

1. Members of the media are welcome at all public meetings of the Board and will be sent a media advisory seven (7) days before the meeting.
2. Media must identify themselves to the communication staff at the beginning of each meeting.
3. Communication staff will assist media with their needs regarding a table, access to phone, fax, etc., as well as post-meeting interviews with the Board Chair and/or members of the Executive Leadership Team.
4. Communication staff will arrange for the distribution of reports and information requested by media.