

## BOARD MANUAL

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Approved By:	Board	Number:	4-B-5
Date Issued:	January 22, 2008	Page:	1 of 2
Last Review Date:	September 3, 2014	Last Revision Date:	September 23, 2014
SUBJECT:	<b>Policy for Open Board Meetings</b>		

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### **Purpose**

The public and staff are welcome to observe the open portion of the Board's meeting 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**

Members of the public are invited to attend the meetings of the Board 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 corporation's website. Changes in the schedule will be posted on the website.

#### *Public Attendance at Board Meetings*

Any person wishing to attend open meetings of the GRH 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.

#### *Delegations to the Board*

Delegations to the Board will be considered according to Policy 4-B-10, Procedure for Members of the Public Addressing the Board.

#### *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 will be distributed at the meeting and may be obtained from the Board Secretary prior to the meeting. Supporting materials will be distributed to the general public upon prior request, subject to reasonable copying charges.

*In-Camera Session*

The Board may move in-camera or hold special meetings that are not open to the public where it determines it is in the best interest of the corporation to do so. Refer to Policy 4-B-6, In Camera Meeting Policy.

**Requests for Interviews**

Members of the public may not address the Board or ask questions of the Board without the permission of the Chair. Individuals who wish to raise questions with the Board must contact the Board Secretary in advance of the meeting.

**Committee Meetings**

Meetings of committees are not open to the public.

**Contact Information**

Board Secretary  
Grand River Hospital  
PO Box 9056  
835 King Street West  
Kitchener, ON N2G 1G3

Phone: 519-749-4300 ext 2201