

## Welcome!

### A Guide to Open Board Meetings of the North West Local Health Integration Network

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The Board of the North West Local Health Integration Network (LHIN) is committed to the principles of transparency and accountability for decision-making. We welcome the public and the media to our meetings. We hope that our open Board meetings will help foster close, open and trusting relationships with all of our stakeholders.

#### Background Information

The North West LHIN holds open Board meetings to provide the public with an opportunity to observe decision-making processes and to gain an understanding of the rationale for plans and decisions. Due to the complexity and volume of business that must be transacted, the Board is unable to interact with the public or the media during the meetings. Questions from the media or the public will not be taken during the Board meeting. Designated spokespeople will be available to respond to questions from the media immediately following the meeting.

The North West LHIN is committed to ongoing engagement with stakeholders and communities that have an interest in or will be affected by its actions. The LHIN will provide many different venues, such as community engagement sessions, advisory committees and task forces, to ensure that public issues and concerns are recognized and understood.

#### We ask that all those attending meetings:

- Please sign in at the registration desk. This will allow us to maintain accurate records of attendance and to facilitate follow-up media interviews after the meeting.
- Please turn off, or set to mute, all cell phones and pagers.
- Please refrain from conversations during the meeting, as this can be distracting and make it difficult for everyone to hear the business at hand.

#### Meeting Materials

Meeting notices, agendas and non-confidential supporting materials will be posted at [www.northwestlhin.on.ca](http://www.northwestlhin.on.ca) in advance of meetings. Materials will also be available at the open meetings.

## Recording of Meetings

Private photographs or recordings of proceedings are not permitted. There may be times, however, when the meeting will be recorded by the North West LHIN or the media for broadcast on radio, television or via the Internet. Attendance by a member of the public at the meeting is implicit consent by the individual to the use of the recording for that purpose.

## Video-conferencing & Teleconferencing

At the discretion of the Board, members of the public may be invited to participate in a meeting by video or teleconferencing. If this is the case, notice will be provided to the public, along with the locations at which conferencing will be available.

## Chair Authority

Rulings or directives from the Chair must be followed by everyone in attendance at the meeting. The Chair may exclude members of the public for improper conduct or disruptive behaviour. The determination of what is improper conduct or disruptive behavior is within the discretion of the Chair.

## Closed Board Sessions

From time to time, the Board may need to go in camera to discuss certain matters. Examples include:

- (i) Personal or Public Interest: financial, personal or other matters may be disclosed of such a nature that the desirability of avoiding public disclosure of them in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that Board Meetings be open to the public;
- (ii) Public Security: matters of public security will be discussed;
- (iii) Security of the LHIN and its Directors: the security of the Directors or property of the LHIN will be discussed;
- (iv) Personal Health Information: personal health information, as defined in section 4 of the Personal Health Information Protection Act, 2004, will be discussed;
- (v) Prejudice to Legal Proceedings: a person involved in a civil or criminal proceeding may be prejudiced;
- (vi) Safety: the safety of a person may be jeopardized;
- (vii) Personnel Matters: personnel matters involving an identifiable individual, including an employee of the LHIN, will be discussed;
- (viii) Labour Relations: negotiations or anticipated negotiations between the LHIN and a person, bargaining agent or party to a proceeding or an anticipated

- proceeding relating to labour relations or a person's employment by the LHIN will be discussed;
- (ix) Matters subject to Solicitor Client Privilege: litigation or contemplated litigation affecting the LHIN will be discussed, or any legal advice provided to the LHIN will be discussed, or any other matter subject to solicitor-client privilege will be discussed;
  - (x) Matters Prescribed by Regulation: matters identified in a regulation under the Act as permissible to discuss in a closed session.

Closed sessions of the Board will be communicated in advance, where possible. Proceedings and all information provided in a closed Board session are confidential. They are attended only by the Directors and those individuals whose presence the Directors have agreed is required. Where a discussion held in a closed session leads to a general policy decision, the Directors may decide to make the information public.

### **How to Bring a Matter Forward to the Board**

If there are matters that you wish to draw to the attention of the Board, please submit them in writing to the Chair at the North West LHIN office, 975 Alloy Drive, Suite 201, Thunder Bay, Ontario, P7B 5Z8.

The Chair will decide if the matter is to be addressed at a Board meeting and will schedule the item at an appropriate meeting, or determine if the matter would be better addressed in another committee or forum.

*November, 2006.*

This summary of Board procedures is based on the LHIN's by-laws and policies. All points of order or procedures will be resolved with reference to "Procedures for Meetings and Organizations", 3rd edition, Kerr, M.K. and King, H.W., Carswell, 1996.