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PUBLIC BOARD MEETINGS		
<u>AUTHORIZATION</u> Chair, Board of Directors	<u>INITIALLY RELEASED DATE</u> February 2005	<u>VERSION DATE</u> December 2022

INTENT / PURPOSE

This Policy establishes the approach to be taken by the Board (the “Board”) of the Fraser Health Authority (the “Authority”) in opening its board meetings to the public. Pursuant to legislation, the Board has discretion to determine whether part or all of the proceedings at a board meeting may be open to the public.

Holding open and public board meetings is one of the many avenues used by the Authority to ensure accountability and communication with the public; other avenues include the establishment of community advisory committees, website information, publications and town hall meetings.

This Policy also establishes the approach to be taken by the Board in relation to town hall meetings. Unlike board meetings, the Board is not required to hold town hall meetings. Town hall meetings are not considered meetings of the Board.

For the purposes of this Policy “in camera” meeting refers to a meeting at which the public has been excluded and “public” includes the media as well as residents of British Columbia.

Public Board Meeting: A public board meeting can mean either an in-person meeting, a virtual-only meeting or a hybrid meeting. The Board is not required to hold meetings in any particular format.

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Demands of the Board

The Board meets on a scheduled basis throughout the year and must address at each such meeting a lengthy agenda including the reports and recommendations from its Committees, the report of the CEO, and other management presentations regarding current and pending issues.

Protection of Confidential Matters

Under the Health Authorities Act, the Board has discretion to keep matters confidential in order to protect the interests of a person or the public interest. Such matters may include, without limitation, matters relating to land, labour or law. Additionally, the Board has certain legal responsibilities to ensure deliberations and records are protected from public disclosure as required under the Freedom of Information and Protection of Privacy Act (“FOIPP Act”) and the Evidence Act.

Upon reviewing the proposed agenda items and the related information to be presented, the Board will resolve to exercise its discretion to go in-camera and exclude the public from its deliberations in order to protect the interests of the public or individuals identified in such information.

The FOIPP Act makes no determination on whether a public body may hold meetings in camera. It does provide, however, a list of records that are exempt from public disclosure including, but not limited to,

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records that would be harmful to the business interests of a third party, records that would disclose legal advice, and/or records that would harm a law enforcement matter.

The Evidence Act provides that records and information arising out of quality assurance activities in hospitals are privileged and are not subject to disclosure.

Public Meetings and Notice

The scheduled board meetings referred to in Section 1.1 will normally be open to the public. Advertising of the meeting will begin at least 21 days in advance of the meeting in either print, online or social media depending on the meeting location, topic, and format.

Committee Meetings

Business conducted within Committees will not be open to the public, but Committees may report on their activities during regular meetings of the Board which are open to the public, unless it is determined by the Board that such reports contain subject matter that is to be dealt with in camera.

Public Meeting Agenda

In order to protect confidentiality, the Chair will arrange the agenda of any public meeting in a manner that separates general and routine business from issues that should be dealt with in camera. The Chair will circulate a copy of the agenda to the Board members approximately one week in advance of the scheduled meeting. Any Board member who does not endorse the Chair's agenda will notify the Executive Assistant to the Board prior to the meeting.

The agenda for public meetings can include Fraser Health presentations that are in the public and community interest where appropriate.

Public Participation

Participation in the discussions of the Board's business at Board meetings will normally be limited to Board members, the CEO and management personnel who may be present at the invitation of the Board. The Board may, at its discretion, allow a person or group to make a presentation to the Board during a board meeting.

Persons or groups wishing to make a presentation to the Board must submit their request in writing or by completing the form on the Fraser Health website to the Executive Assistant to the Board indicating the name of the presenter, the group/delegation they represent, the topic of the presentation and a summary of the presentation at least 14 days in advance of the Board meeting. Any such presentation will be governed by the Authority's Board Presentation Guidelines in place from time to time.

Following the business portion of the meeting, the Board will hold a minimum thirty (30) minute question and answer (Q&A) period at the discretion of the Chair. The format of the Q&A period will align with

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meeting design – in-person, virtual or hybrid – with discretion of the Chair in identifying the most appropriate format for each meeting.

Depending on the format, the suggested options to submit questions include:

- During the meeting through online applications, such as Facebook Live or Slido
- In advance of the meeting via the Authority’s online submission form;
- Complete a Q&A form at the meeting;
- Straight from the floor at the discretion of the Chair.

POLICY REVIEW

This policy will be reviewed as necessary by the Board to ensure that, in practice, it properly balances the requirements of public access, efficiency and the protection of public and/or private interests.

DATE(S) REVISED / REVIEWED SUMMARY

Version	Date	Comments / Changes
1.0	February 2005	Initial Policy Released
2.0	December 2016	Revised
3.0	December 2019	Revised. 2.2 Committee Meetings –revised the word “will” to “may”. Business conducted within Committees will not be open to the public, but Committees may report on their activities during regular meetings of the Board which are open to the public, unless it is determined by the Board that such reports contain subject matter that is to be dealt with in camera.
4.0	December 2022	Revised Public Intent/Purpose: Board M Public Board Meeting: A public board meeting can mean either an in-person meeting, a virtual-only meeting or a hybrid meeting. The Board is not required to hold meetings in any particular format. Revised Public Meeting and Notice The scheduled board meetings referred to in Section 1.1 will normally be open to the public. Advertising of the meeting will begin at least 21 days in advance of the meeting in either print, online or social media depending on the meeting location, topic, and format. Revised Public Meeting Agenda: The agenda for public meetings can include Fraser Health presentations that are in the public and community interest where appropriate. Revised Public Participation: Or by completing the form on the Fraser Health website. Depending on the format, the suggested options to submit questions include:

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		<p>During the meeting through online applications, such as Facebook Live or Slido</p> <p>In advance of the meeting via the Authority’s online submission form;</p> <p>Complete a Q&A form at the meeting;</p> <p>Straight from the floor at the discretion of the Chair.</p>