

 <p>Winnipeg Regional Health Authority Office régional de la santé de Winnipeg Caring for Health À l'écoute de notre santé</p> <p>POLICY</p>	<p>WRHA GOVERNED SITES Applicable to programs, departments and services of the WRHA governed and integrated sites</p>		<p>Level: 2A</p>
	<p>Policy Name: Public Access to Board of Directors and Board Documents</p>	<p>Policy Number: 10.00.040</p>	<p>Page: 1 of 3</p>
	<p>Approval Signature: <i>Original signed by J. Wade, Board Chair</i></p>	<p>Section: Governance & General Administration</p>	
	<p>Date: January 2012</p>	<p>Supersedes: August 2008</p>	

1.0 **PURPOSE:**

- 1.1 To identify the means whereby individuals, agencies and groups may make or be invited to make representations to the Board of Directors (“the Board”) of the Winnipeg Regional Health Authority (“the Authority”).
- 1.2 To identify the means whereby individuals, agencies and groups may obtain access to the agendas, minutes and documents of the Board of the Authority.
- 1.3 To identify the means whereby individuals, agencies, groups and the media may attend WRHA Board Meetings.

2.0 **DEFINITIONS:** N/A

3.0 **POLICY:**

- 3.1 The Board will, at its sole discretion or if bound by agreement, entertain or invite representations on matters before the Board from individuals, agencies or groups having an interest in such matters or having expertise which the Board believes would be helpful in its deliberations on such matters.
- 3.2 The Board will make its agendas and approved minutes for open session meetings of the Board available to the public. Access to all other documents including those circulated or presented to the Board shall be obtained in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act* (FIPPA), the *Personal Health Information Act* (PHIA) and other relevant statutes of Manitoba and Canada.
- 3.3 The Monthly General Board Meetings are open to the public except for those sections that are in-camera.

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4.0 **PROCEDURE:**

4.1 **Representations:**

- 4.1.1 Any individual, agency or group wishing to make a representation to the Board shall apply in writing to do so, such representation application to be made to the Corporate Secretary in a form prescribed by the Board. Representation applications shall be filed with the Corporate Secretary not less than fourteen (14) calendar days prior to the intended Board meeting. The Board may, in matters of urgency and at its sole discretion, waive the fourteen (14) day application requirement.
- 4.1.2 The Board will not, save in extraordinary circumstances and at its sole discretion, entertain representation applications from individuals or corporations which are or wish to be vendors or suppliers to the Authority or any Authority-funded agencies.
- 4.1.3 The Corporate Secretary shall convey the representation application to the Executive Committee of the Board, which committee shall decide to grant or decline the application. The Corporate Secretary shall convey the decision of the Executive Committee in writing to the applicant, including a date and time for the representation before the Board or the reasons for refusal, as the case may be. The successful applicant shall be responsible for confirming the date and time before attending the Board meeting, this being to ensure that no last minutes changes have occurred to the planned schedule.
- 4.1.4 Any individual, group or agency making a representation before the Board shall provide its own audio-visual equipment, handout materials and other presentation aids, if any, at its own expense.
- 4.1.5 The Board may ask questions of the individual, agency or group making the representation and may, at its discretion, adjourn to an *in camera* session for the purpose of debating, deliberating and/or deciding upon the matter at issue. If the Board renders an *in camera* decision, the substance of that decision shall be conveyed in writing to the individual, agency or group by the Corporate Secretary.
- 4.1.6 The Board may invite representations from individuals, agencies or groups at such times and with such conditions as may be mutually agreeable to the Board and the individuals, agencies or groups.

4.2 **Access to Agendas, Minutes and Documents of the Board**

- 4.2.1 Draft Agendas for open session meetings of the Board shall be posted on the website of the Authority in advance of the monthly general meeting. .

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4.2.2 Approved minutes and final agenda of open session meetings of the Board shall be posted on the website after the Board meeting.

4.2.3 All other documents including those circulated or presented as background, briefing or information for the Board will only be made available to the public, including individuals, groups or agencies in accordance with FIPPA and PHIA or as otherwise required by law.

4.2.4 Agendas, notes and documents of *in camera* sessions of the Board will not be made available to individuals, groups or agencies unless and except as required by law.

4.3 Access to Monthly General Board Meetings

4.3.1 WRHA Board Meetings are open to the Public. The WRHA reserves the right to limit the number of attendees at any one time due to space limitations.

4.3.2 In order to ensure the Board meetings proceed with the proper decorum and in a timely manner, the following shall govern media in attendance:

- Coverage of in-camera sessions is not permitted.
- Audio recording shall not distract participants or impair the integrity of the meetings.
- *Personal health information* and *personal information* shall be kept confidential in accordance with PHIA and FIPPA.
- Camera equipment is not allowed in the Boardroom while the Board meeting is underway.

5.0 REFERENCES:

Policy Contact(s): *WRHA Chief Privacy Officer*
WRHA General Counsel & Corporate Secretary