



OAC Board Policy: Board Meetings

General Statement of Policy

- The Board is scheduled to meet twice yearly. The frequency of meetings may be changed at any time at the discretion of the Board.
- The schedule of Board meetings will be available on oacnet and on the OAC website
- Every scheduled meeting of the Board will, unless the Board otherwise determines, be a combination of an “open” session and “in camera” session.
- Where the Board has determined that all agenda items for a particular meeting are to be address “in camera” there will be no open session of the Board meeting.
- Business conducted within the Committees of the Board will not be open.

In Camera Board Meeting

- In order to protect the personal privacy of individuals, the business interests of individuals and companies, or the public interest, some items of business will not be addressed during the open board session and will be addressed in an “in camera” session of the Board. The Board will determine the items of business that will be conducted in camera. The Board, in exercising its discretion to address certain items of business in camera, will use the Freedom of Information and Protection of Privacy Act and the Evidence Act as guides.
- In preparing the agenda, the Chair will recommend the items of business that in his or her opinion should be addressed in camera, in accordance with this policy. The Chair will circulate his/her recommendations to the Board members approximately three weeks in advance of the scheduled meeting. Any Board members who do not endorse the Chair’s recommendations will notify the administrative office within three days of receipt of the proposed agenda.
- At the beginning of the meeting the Board will, in camera, pass a motion approving the in camera agenda.

Open Board Meetings

- Open board sessions are meetings of the Board at which observers may be in attendance. Observers do not have a right to participate in the meeting but may do so at the discretion of the Board.
- Any person wishing to attend open meetings of the OAC 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.
- The agenda for the open session of the Board meeting will be available on oacnet seven (7) days in advance of the meeting.

Procedures during Open Board Meetings

- The meeting will be held in accordance with the By-laws of the OAC and Roberts Rules of Order
- Participation in the discussion of the Board is limited to Board members, and other management personnel or third parties who may be present at the invitation of the Board.
- The Board vests in its Chair or presiding officer authority to adjourn the meeting prior to the conclusion of Board business if, in the opinion of the Chair, reasonable decorum is not observed.

Observer Presentations

- The Board will designate one Board meeting per year where opportunities will be provided to observers to make presentation to the Board before, during or after the conclusion of the regular meeting. The timing of the presentation is at the discretion of the Board.
- The request and all supporting material must be received at the administrative office at least 15 business days in advance of the date of the session.
- Given the limited number of presentations that the Board is able to hear, individuals or groups who have made presentations to the Board on a similar or related subject within the past year will be given lower priority than individuals or groups who have not yet had the opportunity to present to the Board.
- The Chair may decline to hear any presentation.
- The Chair may, at its discretion, permit an individual or group to make a presentation where the individual or group has not complied with the requirements of this policy.

Procedures During Observer Presentations

- The time allotted for each presentation is ten (10) minutes. The Chair may extend this time limit if the Board decides that an extension of time is necessary in order to permit the individual or group to give a complete outline of its issue.
- The total time for all observer presentations at a particular meeting will be limited to 45 minutes including time for question from the Board.
- Presenters must be recognized by the Chair and must preface their presentation by an announcement of their name, address and group affiliation.
- Board members will listen to the presentation but will not respond positively or negatively to it. Board members or staff may ask the presenter questions during or after the presentation.
- The Board vests in its chair or presiding officer authority to terminate the presentation of any individual/group who does not adhere to the rules established above and may request any individual to leave the meeting when that person does not observe reasonable decorum.

Relevant Provisions of the Freedom of Information and Protection of Privacy Act and the Evidence Act

There are a number of provisions in the Freedom of Information and Protection of Privacy Act (FOIPPA) that are relevant to the exercise of discretion by the Board to hold its meetings or portions of its meetings, in camera. FOIPPA sets out categories of information and records that the OAC is either prohibited from disclosing or is permitted to refuse to disclose outside the confidential environment of the Board. Section 51 of the Evidence Act prohibits the OAC from disclosing information from a Quality Assurance Committee that has been so designated under the Evidence Act.

The classification of protected or sensitive information may be used by the Board as a guide when deciding the items of business on the Board meeting agenda that will be heard in camera.

1. Advice or recommendations developed by or for the OAC Board or its agencies.
2. Information that is subject to solicitor client privilege
3. Information where the disclosure could reasonably be expected to harm the security of any property or system of the OAC or its agencies.
4. Information received by the OAC in confidence.
5. Information where the disclosure could reasonably be expected to harm the financial or economic interests of the OAC or its agencies.
6. Information where the disclosure could reasonably be expected to harm an individual's safety or mental or physical health or interfere with public safety.
7. Information that would reveal trade secrets or the commercial or financial information of an individual or of the OAC.
8. Personal information of individuals including employees of the OAC and its agencies
9. Information submitted by quality assurance committees.

Note: This document was based on the British Columbia Health Services Authority Board Policy on Board Meetings