

BOARD GOVERNANCE

Pursuant to *Board Governance Policy 3.0*, the purpose of the Board is to manage and control the affairs of Health PEI.

Meetings of the Board will be open to the public except when the meeting or portion of the meeting involves information that may be subject to protection pursuant to legislation or policy, including but not limited to the following:

- Personal information and/or personal health information;
- Personnel matters involving an identifiable individual or matters related to a labor relations proceeding or dispute;
- Solicitor-client privileged information;
- Negotiations or anticipated negotiations between Health PEI and a person, bargaining agent, or party related to labor relations, contract negotiations (including goods and services), or employment;
- Advice, proposals, recommendations, analysis, or policy options to be provided by Health PEI to the Minister and/or Executive Council;
- Matters of public security or safety of people or Health PEI property;
- Proposed plans or incomplete reports or research.

Note: PEI Freedom of Information and Protection of Privacy Act, the Health Information Act and Board Governance Policy 3.11(8, 9) form the guide for these exclusions.



healthpei.ca/board

Health PEI
16 Garfield Street
PO Box 2000
Charlottetown, PE C1A 7N8

Telephone: 902-368-6140
Fax: 902-368-6136
Email: healthpei@gov.pe.ca

Health PEI

Health PEI

Public Participation *Guide for Board Meetings*



healthpei.ca/board

MEETING PROCESS

Pursuant to Board Policy 3.11, the Board will hold regular meetings at least eight times each fiscal year at a time and place to be determined by the Board. Anyone can attend in person and observe a public Board meeting.

- Board meetings will be held in communities across PEI.
- A schedule of Board meetings will be posted on a yearly basis, subject to change based on weather, etc.
- The meeting agenda and approved minutes of public Board meetings will be available on the Government of PEI website.
- If required, an “in-camera” meeting will be held before and/or after the public meeting. This is a meeting of Board members and invited guests of the Board chairperson only, such as the Executive Leadership Team, legal counsel, consultants, etc.
- Anyone requesting additional information regarding Board meetings may contact the Board office at 902-368-6140.



PUBLIC PARTICIPATION

Observing a Meeting

- Anyone can attend in person and observe a public Board meeting.
- A question period of **10 minutes** will be provided at the end of each meeting (refer to *Question Period Procedure*).
- All participants are expected to be respectful of each other. Any individual(s) not participating in a respectful manner will be asked by the Chair to leave the meeting.

Making a Presentation at a Meeting

- For those wishing to make a presentation to the Board, a scheduled presentation period may be provided at specific meetings, at a time to be determined by the Chair and where adequate space and time are available.
- Requests to make a presentation to the Board must be submitted **three weeks (21 days) before** the preferred date you would like to present using the *Request to Present to the Health PEI Board of Directors form*.
- Presentation requests will be considered in the order they are received. The decision to accept presentations is at the discretion of the Chair. Persons who do not receive approval will be notified in writing.
- In some cases, it may be determined to be more appropriate for an individual or group to address their comments to a specific Board committee or to the Department of Health and Wellness. In these situations, arrangements for presentations will be facilitated by the Executive Assistant of the Board and Board Lead.
- Presenters should plan for **20 minutes, including questions**, to make their presentation to the Board. The Chair allows members of the Board to ask questions for the purpose of clarifying points in connection with the presentation.
- When a presenter makes statements that are or may be incorrect or unsupported, any member of the Board or the Chief Executive Officer (CEO) may, upon recognition by the Chair, bring correction or clarification to the statements made.
- Following the presentation, the Chair will follow up with a written response to the presenter in a timely manner.

- The Board may refer the matter presented to an appropriate Board committee, the Department of Health and Wellness or to executive staff for follow-up or report.
- The same presenter or presentations on the same topic may only be accepted once in any given year.
- All participants are expected to be respectful of each other. Any individual(s) not participating in a respectful manner will be asked by the Chair to leave the meeting.

Question Period Procedure

- A question period of **10 minutes** is provided at the end of each public Board meeting for members of the public.
- Each person asking a question must identify themselves and any group or organization they represent, if applicable.
- All questions must be directed to the Chair who may redirect the question or take it under advisement, if appropriate.
- When a question is taken under advisement, the Chair will identify the means by which an answer will be provided.
- Each person asking a question is permitted one question and one supplementary question.
- Motions are not considered in this portion of the meeting.

MEDIA PARTICIPATION

- Members of the media are welcome at all public meetings of the Board. Media must identify themselves to the communication staff at the beginning of each meeting.
- Communication staff will assist media with their needs as well as post-meeting interviews with the Chair and/or CEO, if requested.
- Communication staff will arrange for the distribution of reports and information, where required.