



TITLE:	Public Attendance at Allied Boards of Directors Meetings		
Manual/Policy#:	MRHA Boards of Directors # V-B-5	Entity:	AGH / CPDMH
Original Issue:	AGH: December 2013 CPDMH: August 1994	Issued by:	Allied Boards Chair and Allied Boards Secretary
Previous Date Reviewed:	April 2023	Approved by:	Allied Boards of Directors
Last Date Reviewed:	May 2025	Cross Reference(s):	

1. **POLICY STATEMENT**

As part of the Almonte General Hospital Corporation (including Fairview Manor and Lanark County Paramedic Service) and the Carleton Place & District Memorial Hospital Corporation ("the Corporations") commitment to trustworthiness, transparency and accountability, members of staff, public and media may request the opportunity to observe the open portion of the Allied Boards meeting to:

- Facilitate the conduct of the Allied Boards business in an open and transparent manner;
- Ensure the Corporations maintain good relationships with the public, media and stakeholder groups;
- Generate trust, openness and accountability

2. **SCOPE**

This policy provides guidance to the Allied Boards and anyone wishing to attend an open meeting about the Allied Boards processes and requirements for open meetings.

3. **GUIDING PRINCIPLES**

N/A

4. **DEFINITIONS**

N/A

5. **PROCEDURE**

The open part of Allied Boards meetings will be held at times generally recognized as convenient for the public to attend. Notice of the times and dates of such meetings will be provided annually to the public on the MRHA website.

Individuals wishing to attend must give at least 24 hours notice to the Allied Boards Secretary. The Allied Boards may limit the number of attendees if space is limited.

The Allied Boards Chair and the President & CEO (CEO) will assess and prioritize the requests. Written confirmation of attendance, if approved, will be provided to the

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individual or group making the request. Persons not permitted to address the Boards will be so notified. As per Article 5.7 of the MRHA Common Administrative By-laws, the Allied Boards Chair and CEO have authority to confirm or deny the request and to limit the number of presentations at any one meeting. The Allied Boards are not obliged to take action on any presentation it receives.

Agendas for the open portion of the meeting will be distributed at the meeting and may be obtained from the Allied Boards Secretary prior to the meeting. Supporting materials will be distributed only to the Allied Boards.

Members of the public may not address the Allied Boards or ask questions without the permission of the Allied Boards Chair. Individuals who wish to address or raise issues with the Allied Boards must contact the Allied Boards Secretary in writing at least 5 normal business days in advance of the meeting and indicate the topic to be addressed.

Any one delegation or presentation will be limited to a maximum of ten minutes unless otherwise agreed by the Allied Boards Chair and CEO. If a group wishes to make a presentation, one spokesperson for the group should be identified.

Members of the public will be asked to identify themselves. Respectful meeting decorum is expected of all attendees. The Allied Boards Chair may require anyone who is disruptive and interferes with the proper conduct of the meeting to leave.

With the exception of any recording done by the Corporations, or otherwise approved by the Allied Boards Chair, no one shall take or transmit any photograph or video or audio recording of any portion of the Allied Boards meeting. Live streaming or other real time broadcasting of the meeting, except by the Recording Secretary at the discretion of the Allied Boards Chair or CEO, is prohibited.

The Allied Boards may move *in camera* or hold Allied Boards meetings that are not open to the public in accordance with the MRHA Boards policy on *In Camera* meetings.

Meetings of Allied Boards Committees are not open to the public.

6. REFERENCES

N/A

7. APPENDICES

N/A

Evaluation:

This policy will be reviewed every two years.