



TITLE:	Meeting Without Management		
Manual/Policy#:	MRHA Boards of Directors # V-B-11	Entity:	AGH / CPDMH
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1. POLICY STATEMENT

Meetings without management present provide an effective opportunity to ensure that the Allied Boards exercise independent oversight of the Almonte General Hospital Corporation and the Carleton Place & District Memorial Hospital Corporation (“the Corporations”) management, to assess the quality of material and information provided by management, to assess its own processes, to discuss areas where the performance of Directors of the Allied Boards could be strengthened and to build relationships of confidence and cohesion among board Directors.

2. SCOPE

This policy applies to meetings held without management present.

3. GUIDING PRINCIPLES

N/A

4. DEFINITIONS

Independent Director: free of any special relationship with the Corporations. Members of the professional staff and employees shall not be considered Independent Directors for the purpose of this policy.

5. PROCEDURE

The Independent Directors shall meet without management in connection with every regularly scheduled Allied Boards meeting and as determined by the Allied Boards Chair or at the request of any two Allied Boards Directors.

Ordinarily, the meeting without management in connection with a regularly scheduled Allied Boards meeting will be held immediately following the In Camera meeting. Any other meeting without management must have an agenda that includes sufficient information for all Directors to understand the purpose of the meeting and participate fully.

Such meetings shall not be considered meetings of the Allied Boards but rather will be for information purposes only. Minutes will not be kept, but the Allied Boards Chair may keep notes of the discussion.

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The Integrated President & CEO (CEO) and/or the Chiefs of Staff may be invited by the Allied Boards Chair to participate in a part of the meeting without management before being excused.

The Allied Boards Chair shall immediately communicate with the CEO and, as appropriate, the Chiefs of Staff any relevant matters raised in the meeting.

Unless determined otherwise during the discussion, any matters requiring follow-up will be reported back to the Allied Boards by the Allied Boards Chair, the CEO and/or the Chiefs of Staff.

6. REFERENCES

Campbellford Memorial Hospital, Meeting Without Management policy, September 2012

Carleton Place & District Memorial Hospital Meeting of the Board Trustees Without Management policy, January 2014 (AGH only)

Kingston General Hospital, Meeting Without Management policy, April 2017

7. APPENDICES

N/A

Evaluation

This policy will be reviewed every two years.