

## **GOVERNANCE POLICY MANUAL** **Public Delegations at the Central LHIN Board of Directors Meetings**

Board Approval: June 23, 2015

---

Engaging with stakeholders is key to the Central LHIN. The Central LHIN takes the opportunity to engage with members of the public and stakeholders in a variety of forums.

The public is welcome to join and meet the Central LHIN Board of Directors at each of its open board meetings and education sessions. Following the open portion of each board meeting, 20 minutes is allocated for the public, Health Service Providers, and stakeholders to meet with members of the Board of Directors- this is an informal session. Provisions are also made during the open portion of the meeting for delegations by the public.

### **1.0 PURPOSE**

To enable a consistent and transparent approach to manage requests for public delegations at the Central LHIN Board of Directors meetings during the open meeting.

### **2.0 PROCEDURE**

Members of the public requesting a delegation to the Central LHIN Board of Directors are to submit a written application form which is posted on the Board Meeting section of the Central LHIN website.

On the application form, the applicant shall identify:

- The subject matter to be presented;
- The name of the speaker- (of note: only one individual per delegation may register and address the board during the Open meeting);
- The organization or on whose behalf the delegation is appearing (CEO approval of the organization is required); and,
- The desired outcome of the presentation

A completed application is due 30 days prior to the Board meeting in order to be considered for the agenda. Accepted delegations will be noted on the agenda and posted publicly five days in advance of the meeting. Applications received after this deadline will be considered for the next board meeting.

## 3.0 PROCESS

### **Review of Applications:**

The Corporate Governance and Board Relations Lead will compile received applications for review. The Chair/and or Vice- Chair of the Board will review the applications in concert with the Chief Executive Officer.

### **Decisions to accept Applications:**

The Chair/and or Vice Chair of the Board and CEO will review the applications to ensure that the presentation aligns with strategic priorities of the Central LHIN. Decisions to accept applications will be based on the following criteria:

- Relevance to the Central LHIN mandate and the local health care system
- Alignment with the Central LHIN Integrated Health Services Plan
- Purpose of presentation and subject matter is clearly stated

Topics that will be restricted include but are not limited to:

- Matters before a court
- Grievances
- Complaints about Health Service Providers
- Whistleblowing
- Matters of individual health system experience and/or;
- Human Resource matters

### **Informing the applicants:**

Once a decision had been made to accept the application, the Corporate Governance and Board Relations Lead will inform the primary contact of the decision and provide the time/location of the Board meeting. The LHIN will respond in writing to unsuccessful applicants outlining the reason(s) for the decision.

### **Appeal Process:**

Unsuccessful applicants may appeal the decision, in writing, to the Chair of the Board within 2 weeks of receiving the decision.

### **Materials:**

Materials to be presented must be received 15 days in advance of the Board meeting. Note: materials received by the LHIN may be shared with the public.

### **Allocated Time on agenda:**

Each individual will be given a maximum presentation time of five minutes. Delegations are required to follow the rules and procedures outlined by the Chair of the Board.

### **Maximum number of Delegates:**

The number of delegates planned per meeting shall not exceed two.

**Protocol for Presentations:**

Each individual will have a maximum presentation of five minutes. Following the presentation, the Board Directors will be given an opportunity to ask questions or seek clarification for a period of five minutes. The Chair will inform the presenter that the time limit has been met. Individuals shall not:

- Speak disrespectfully regarding any person, sector or organization
- Use offensive words
- Disobey a decision of the Chair or Board of Directors

The Chair may conclude a delegation's presentation at any time, if the Chair deems it necessary.