

Central West Local Health Integration network (LHIN) Board Delegation Policy

Category	Policy Title	Date Adopted	Review Schedule
Governance Policy	Board Delegations	Approved by Board of Directors Wed., December 17, 2014	Annually

PURPOSE

The Central West LHIN engages with members of the public and stakeholders in a variety of ways, including meetings with community groups, advisory groups and panels, focus groups, surveys, and consultations regarding health care system directions, projects and programs. We also recognize that Board Delegations provide additional opportunities for individuals, organizations or groups to make their views known and we welcome input, comments and constructive suggestions for health system improvement and transformation. Therefore, the LHIN has established a process for Delegations (individuals or groups) to request time to present a specific perspective / recommendation to the Board. This policy outlines the process for requesting standing at a LHIN Board meeting; the principles to ensure a consistent and formal approach in managing requests and providing guidance to members of the public prior to their appearance before the Central West LHIN Board of Directors.

POLICY

The Central West LHIN Board of Directors welcomes individuals, organizations or groups to request time to present a perspective/recommendation to the Board.

The Central West LHIN Board of Directors will consider the request and confirm a date and time for such Delegations.

The LHIN reserves the right to decline a Delegation request.

PROCEDURE

Members of the public who wish to address the Board on Central West LHIN Board-related matters, must submit their request in writing using the attached delegation application form, no less than 15 working days prior to the board meeting at which the Delegation wishes to present.

The Presenter(s) shall identify the following:

- (i) The organization on whose behalf they are speaking (if applicable), and a brief description of the subject matter to be presented
- (ii) The name(s) and position of the speaker(s) which shall be limited to a maximum of two
- (iii) The authority of the spokesperson (s), if appropriate
- (iv) Format of the presentation.

The application form shall be submitted to the CEO & Board Liaison who will review the request with the CEO and Board Chair to ensure it is relevant and in keeping with the mandate and strategic priorities of the Central West LHIN. Once approved, the applicants will be contacted to confirm their Delegation and the time allotment granted for their presentation to the Central West LHIN Board. *(Delegations will be permitted approximately 15 minutes which can be extended pending the Chair's discretion)*

While any individual or organization has the right to present as a Delegation on Central West LHIN Board-related matters, the LHIN will not accept Delegations that want to address issues that may be of a confidential nature including:

- (i) Matters of Human Resources issues
- (ii) Matters before the Court
- (iii) Matters of Individual Health System Experience

Additionally, the LHIN will not entertain Delegations if they have presented in the last three months.

The Central West LHIN reserves the right to decline an Application for a Board Delegation and should this occur, the applicants will be notified in writing of the Board's decision, outlining the reason(s) the application has been denied.

At the Board Meeting, Central West LHIN Board Members will be limited to clarifying questions only and there will be no deliberation on the matter addressed by the Delegation at the Board Meeting. Board Members may, however, request follow-up by the Board Chair or staff to the matters raised in the Delegation.

CHAIR IN CONTROL

Rulings or directives from the Board Chair will be followed at all times. The Chair may exclude members of the public for improper conduct or disruptive behavior. The determination of what is improper conduct or disruptive behaviour is within the discretion of the Board Chair.

The Chair may also terminate the Delegation prior to the conclusion of the allotted time if, in the opinion of the Board Chair, such an action is necessary.

FOLLOW UP AFTER BOARD MEETING

The Board Chair, on behalf of the Board, will inform the Delegation contact, in writing, of the Board's decision or response to the matter(s) as raised in their Delegation.

Attachment: Application for Board Delegations

Central West Local Health Integration network (LHIN) Board Delegation Application Form

Members of the public who wish to address the Central West LHIN Board of Directors must submit their request, in writing, no less than 15 working days prior to the board meeting at which the Delegation wishes to present.

The Presenter(s) shall identify the following:

(i) A brief description of the subject matter to be presented:

(ii) The name of the Organization on whose behalf they are speaking (if applicable) and the name and position of the Speaker(s):

(iii) The authority of the Spokesperson(s), if appropriate.

(iv) Format of Presentation

- Powerpoint Presentation
 Speaking Only
 Other: (please describe) _____

Note: All materials must be provided to the Central West LHIN a minimum of seven (7) days' in advance of the meeting in order to be included with the Board package of materials.

Please submit this application as follows:

Central West LHIN Board of Directors
c/o Jas Rai, Executive Assistant to the CEO & Board Liaison
199 County Court Boulevard
Brampton, Ontario, L6W 4P3
Phone: 905.796.0040 (x2391), Email: jas.rai@lhins.on.ca

Once your Application has been received and reviewed by the Board Chair and CEO, we will be in touch to confirm the date of your delegation and the time allotment granted for your presentation.

Please note, the Central West LHIN reserves the right to decline an application for a Board Delegation and, should this occur, the applicant(s) will be notified in writing of the Board's decision, outlining the reason(s) the application was denied.