

Governance Policies & Procedures

Category	Number	Policy Title	Date Adopted	Review Schedule
Governance	GP014	Delegations to the MH LHIN Board	March 31, 2011	Annually

PURPOSE:

To ensure a consistent and formal approach to evaluating requests and inviting delegations to present to the Mississauga Halton Board of Directors.

POLICY:

The Mississauga Halton LHIN has developed the following policy for managing requests from Delegations to approach the Mississauga Halton LHIN Board of Directors.

PROCEDURE:**Application:**

All parties interested in requesting a delegation to a Mississauga Halton LHIN Board of Directors Meeting must submit a written application form which is posted in the Board Section of the Mississauga Halton LHIN Website. On the application form, the applicant shall identify: the subject matter to be presented; the name of the speaker(s); the organization or on whose behalf the delegation is appearing; and the desired outcome of the presentation. Applications are due 15 business days prior to the upcoming Board Meeting in order to be considered for the agenda. Applications received after this deadline, will be considered for the next Board Meeting.

PROCESS:

Procedures for Meetings and Organizations, by M.K. Kerr and H.W. King, Carswell Legal Publications, Toronto, 3rd Edition, 1996, or later editions, shall govern the organization in all procedural matters not otherwise covered by the By-laws.

Review of Applications:

The CEO or designate will compile the applications for review. The Chair and/or the Vice Chair of the Board will review applications with input from the CEO to ensure that the presentation aligns with the Integrated Health Services Plan (IHSP), and Annual Business Plan (ABP) of the Mississauga Halton LHIN, as well as the priorities established by the Ministry of Health and Long Term Care. The Mississauga Halton LHIN Board of Directors has the authority to defer a presentation from a delegation to a future Board meeting. Reasons for the deferral will be conveyed to the contact individual of the delegation in writing by the CEO or designate.

Decisions to accept applications will be based on the following criteria:

- Alignment with the MH LHIN's IHSP, ABP, MOHLTC priorities
- Purpose of presentation and subject matter is clearly stated

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Informing the Applicants:

Where a decision has been made to accept the application from a delegation, the CEO or designate will inform the delegation’s contact individual of the decision and of the time and location of the Board Meeting.

Should an application be rejected upon review, the CEO or designate will inform the delegation’s contact individual in writing of the reasons supporting the rejection.

Board Materials:

Any materials to be presented at a Board Meeting and/or copied to the Board must be provided to the CEO or designate no less than 10 business days in advance of the Board Meeting in order to be distributed with the Board packages. Applicants shall submit a description of their presentation in writing even if no materials are intended to be distributed to the Board members. All materials which are presented on screen at an open Board Meeting are posted on the Mississauga Halton LHIN’s website.

Allotted Time on the Agenda:

Each delegation will be allotted a maximum of 10 (ten) minutes on the agenda except by permission of the majority of the Board of Directors present. At any given meeting of the Board of Directors, the total portion of the agenda allotted to delegations shall not exceed 30 (thirty) minutes.

Maximum Number of Delegates:

The number of delegates approaching the Board at a meeting shall not exceed 2 (two). All delegates must be registered with the CEO or designate no less than 10 days in advance of the meeting.

Motion for Referral:

A motion for referral or for a staff report on the matter may be made at the same meeting as the presentation. Presenters will be informed by the CEO or designate, as soon as the date is set at which the matter is to be reviewed. In all cases, the delegations will receive a letter indicating the decision.

Protocol for Presentations:

The MH LHIN Board of Directors reserves the right to deny any applications from delegations if the subject area is not directly related to the MH LHIN’s priorities as outlined in the IHSP, ABP and MOHLTC priorities. Where an application to address the MH LHIN Board of Directors has been denied, notice from the Board Chair to the delegation’s contact individual will be prepared, outlining the reasons for declining the request to present to the MH LHIN Board.

Where an application has been approved by the Board, the selected delegates will be informed of the timing of their agenda item, 1 (one) week in advance of the Board meeting. Materials must be shared with the Board in advance of the meeting, and the Board reserves the discretion to defer any applications made from a delegating party.

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**APPENDIX A
MISSISSAUGA HALTON LOCAL HEALTH INTEGRATION NETWORK
REGISTRATION FORM FOR PRESENTATION TO THE BOARD OF DIRECTORS**

Delegations must register fifteen (15) business days before the date of the meeting. Up to two presenters may speak with a maximum total time allocated of ten (10) minutes. Board of Directors may ask questions or seek clarification after the presentation.

Date: _____ Date of Meeting to Attend: _____

Primary Delegate: _____

Name: _____ Telephone: _____ Email: _____

Additional Delegate:

Name: _____ Telephone: _____ Email: _____

Please check on Box

I am a delegation to speak ONLY on my own behalf.

I am as a spokesperson for: _____

Delegations are reminded that no decisions on the issue presented will be made at the meeting by the Board of Directors.

Please provide a brief summary of the subject.
(Not to exceed 250 words)

Please indicate how the subject aligns with the LHIN's current Strategic Aims and Priorities.
(Not to exceed 250 words)

Please indicate the anticipated outcome of the delegation. Why do you want to address the Mississauga Halton LHIN Board? (Not to exceed 250 words)

Will there be a slide deck or speaker's notes? Yes No