

## **Title:** Delegations at Toronto Central LHIN Public Board Meetings Policy

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### **Purpose:**

Community involvement is an essential part of everything we do as Local Health Integration Networks (LHINs).

The Toronto Central (TC) 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.

Members of the community can contact and provide feedback to the Toronto Central LHIN's staff and Board by phone, fax, email or by clicking the "Contact Us" button on our web site home page where they will get key contact information and a feedback section to provide us with ideas and concerns.

At Board meetings and education sessions, groups and stakeholders are invited by the LHIN to make presentations and dialogue with to the LHIN Board on topics related to the LHIN's strategic priorities for the health care system. Also at the end of every public Board meeting there is an opportunity for members of the public in attendance to interact informally with Board members and staff.

In addition, another way to understand the views and concerns of community members is to accept invitations from delegations who want to present to the LHIN's Board.

**The purpose of this policy is to provide a transparent and fair process to respond to requests from community and stakeholder groups to present to and have a discussion with the Board during Board meetings and education sessions.**

### **Process**

All parties interested in making a presentation to the Toronto Central LHIN Board must submit a written application (form posted on the Board section of the LHIN's web site or available by calling the LHIN).

Typically applications are due at least 30 days prior to the upcoming Board meeting to allow us to prepare for the meeting.

However, in the case of time-sensitive or emergency issues the LHIN will consider requests up to five business days before the Board meeting date.

Submissions must be addressed to the Toronto Central LHIN's Corporate Coordinator.

### **Selection criteria**

Applications are reviewed by Chair in consultation with the CEO and evaluated based on the following criteria:

- Relevance to the LHIN's mandate and local health care system
- Alignment with the LHIN's strategic goals and priorities
- Represent a group or provider that the Board have not heard from directly

### **Restricted topics**

There are some restrictions to topics that can be discussed in a public Board meeting:

- Matters before the Court
- Matters of individual health system experience and/or
- Human resources matters

### **Informing the applicants**

If a delegation is approved, the applicants will be made aware of the time and location of the meeting. Applicants may be asked if they could present at a future Board meeting instead of the one for which they applied.

The LHIN will respond in writing to unsuccessful applicants outlining the reasons for the decision.

### **Materials**

All written materials to be pre-circulated with the Board package must be received 20 days in advance of a Board meeting. (with the exception of time-sensitive and emergency requests) Presentations (i.e., PowerPoint) that are not pre-circulated are to be received five business days before a Board meeting.

### **Time allotment**

Delegations requesting to present to the Board will be allotted a maximum of 15 minutes (including questions/discussion) on the agenda except by permission by the Chair.

### **Total number of delegations/presentation time**

There can be no more than four delegations (both requests to present and groups invited by the LHIN) per meeting OR a total of one hour for delegation presentations per Board meeting. Delegations must follow the rules of procedure set out by the Board Chair. The Chair may exclude members of the public for improper conduct or disruptive behaviour. The determination of what is improper conduct or disruptive behaviour is within the discretion of the Chair. The Chair may end a delegation's presentation at any time if the Chair deems it necessary.