



	<b>Policy/Procedure Name:</b>	<b>Delegations to the Board</b>
<b>Manual:</b> Board of Directors	<b>Number:</b>	
<b>Section:</b> Ensure Board Effectives	<b>Effective Date:</b> 12 Dec 2007	
<b>Pages:</b> 1 of 6	<b>Revision Date:</b> 08 May 2014	

**Purpose**

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

**Scope**

The policy pertains to the Board of Directors at Muskoka Algonquin Healthcare (MAHC).

**Policy**

Delegations shall request the opportunity to appear before the board through the secretary of the board. Each delegation, at the time of registration with the secretary of the board or designate, shall be informed of the requirements and responsibilities of a delegation as set out under this policy.

**Procedure**

1. A person or a delegation wishing to address the board shall process their request through the Secretary of the Board who will provide direction and a copy of the Delegation Application which must be fully completed and received at least fifteen (15) business days before the meeting.
2. The completed Delegation Application form requesting to appear before the Board of Directors, shall identify:
  - topic and purpose of the address;
  - the name(s) of the members of the delegation (maximum of three)
  - the organization or interested parties to be represented; and,
  - the spokesperson including a contact name, address and phone number (no other member(s) of the delegation shall address the meeting without the permission of the Board Chair).
3. Only one spokesperson will be recognized by the chair for the delegation. Presentations should not exceed fifteen (15) minutes in total.
4. Anyone has the right to present as a delegation on any Board-related matter, however, some restrictions apply:
  - a) matters related to human resource issues
  - b) matters before the court
  - c) matters under review under an existing process
  - d) the organization has presented a delegation in the last twelve (12) months on the same issue.

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- e) employees of Muskoka Algonquin Healthcare, or representatives of employee groups, shall not utilize delegations to the board to express their views relative to their employment or professional interests.
5. All written material to the Board of Directors must be submitted at least 15 business days prior to the Board Meeting; any written material or information provided after this time frame will not be accepted by the MAHC Board.
  6. The board may limit the number of presentations at any one meeting. In the interest of effective and timely decision-making, the board retains the right to limit the number of presentations made on a policy issue by the same group, and the total number of groups which will be heard on a given issue.
  7. The Chair and Secretary of the Board will review the application to ensure that the presentation is relevant and in keeping with the mandate and strategic priorities of MAHC as per Appendix B.
  8. Requests to address the board on a specific agenda item will be granted (generally in order of the receipt of the requests) if approved by the chair of the board. A request for a delegation shall not be unreasonably denied. The MAHC Board reserves the right not to accept an application for delegation. Applicants will be notified in writing of the decision outlining the reason(s) the application has been denied. Examples of possible reasons that an application could be denied could include:
    - a) the application is not in keeping with MAHC mandate;
    - b) a delegation on the subject matter has already appeared before the Board;
    - c) the decision on the subject matter has already been made.
  9. The chair will notify directors, with written rationale, should a delegation be denied.
  10. If the delegation is approved, the applicant will be made aware of the time and location of the meeting for which the delegation is scheduled.
  11. The spokesperson for a delegation is expected to refrain from the use of abusive or derogatory language at all times. Statements concerning the character or performance of named individuals (staff, physicians or volunteers) shall be ruled out of order by the chair.
  12. At the conclusion of the presentation, the spokesperson of the delegation will be thanked and informed that the delegation material(s) has been received for information. Directors may refer the matter, along with any additional written information pertaining to the issue, to a future meeting or to a Board committee.

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13. The board will provide a timely response to presentations but shall not commit to responding at the same meeting in which the presentation is made. The board is not obligated to take any action on the presentation it receives.

14. In the event of an exceptional or emergency situation, at the discretion of the Chair, delegations may be added to the agenda.

15. Chair in Control

- a) Rulings and directives from the Chair will be followed by all.
- b) The Chair may exclude members of the public for improper conduct or disruptive behavior. The determination of what is improper conduct or disruptive behavior is within the discretion of the Chair.
- c) The Chair may terminate the delegation, prior to the conclusion of the allotted time, if in the opinion of the Chair such an action is necessary.

**Notes**

This policy has been prepared with guidance from similar policies in place within peer healthcare organizations, municipal procedural bylaws and school board policies.

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**Appendices**

Appendix A – Delegation Application

Appendix B – Process for Review of Delegation Applications

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## Appendix A

### DELEGATION APPLICATION:

Open Board of Directors Meeting



Huntsville District Memorial Hospital Site  
100 Frank Miller Drive,  
Huntsville, Ontario  
P1H 1H7  
Tel: 705-789-2311 Fax: 705-789-0557

South Muskoka Memorial Hospital Site  
75 Ann Street,  
Bracebridge, Ontario  
P1L 2E4  
Tel: 705-645-4400 Fax: 705-645-4594

This application form must be completed and submitted to the Secretary of the Board not less than 15 business days prior to the date on which the presentation will be made, and must be accompanied by any additional documents or presentations.

Each delegation request is allowed a maximum of 15 minutes to make a presentation and to answer questions.

#### A. DELEGATION CONTACT INFORMATION:

Delegation Spokesperson: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Name of 2<sup>nd</sup> Member of Delegation (if applicable): \_\_\_\_\_

Name of 3<sup>rd</sup> Member of Delegation (if applicable): \_\_\_\_\_

#### B. SUBJECT OF DELEGATION

1) Requested Date for Delegation: \_\_\_\_\_

2) Provide a specific statement outlining the issue to be presented: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3) Provide a summary of the key presentation points: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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4) If applicable, provide your key recommendations/suggestions to address the problem/issue identified:

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**D. MATERIAL FOR DISTRIBUTION (All materials must be submitted at least 15 business days prior to the Board meeting)**

- Additional materials attached
  Additional materials to follow

I acknowledge that I have read and will comply with the rules applying to delegations as outlined in this policy.

\_\_\_\_\_  
Signature of Delegation Spokesperson

\_\_\_\_\_  
Date

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## Appendix B

### Process for Review of Delegation Applications

1. The Board Liaison will receive and forward the application and materials to the Secretary of the Board.
2. The Secretary of the Board will review and assess the delegation application based on the following criteria:
  - Topic is a relevant Board-related matter, as per Procedure 4.
  - Topic is aligned with Hospital mandate and Strategic Priorities
  - Topic is not on matters related to Human Resource issues
  - Topic is not on matters before the court
  - Topic is not on matters under review under an existing process
  - The organization has not presented a delegation in the last twelve (12) months on the same issue
  - A delegation on the subject matter has not already appeared before the Board
  - A decision on the subject matter has not already been made
  - The delegation is not an employee or representative of employee groups
3. Upon review of the application, the Secretary will meet with the Board Chair (either in person or by phone) to confirm whether the application meets the criteria for approval and will decide on the status of the application and to which Board meeting the delegation will be made, if approved.
4. The Secretary will advise the Board Liaison of the status of the application and to which Board meeting the delegation will be made, if approved.
  - a) If the application is **approved**, the Board Liaison will advise the applicant of the date and time for which the delegation is scheduled. The Board Liaison will add the delegation to the Board meeting agenda.
  - b) If the application is **not approved**, the Board Chair will notify the applicant in writing of the decision and outline the reason(s) that the application has been denied. The Board Chair will also advise the Board of Directors by email of the application and provide the rationale for denying the application.

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