

BOARD OF DIRECTORS

Health Sciences North / Horizon Santé-Nord

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SUBJECT: **DELEGATIONS / DEPUTATIONS TO THE BOARD OF DIRECTORS AND COMMITTEES**

The Board of Directors (Board) may accommodate written requests for deputations and presentations from individuals and/or groups in accordance with the following policy framework.

Individuals and/or groups who wish to address the Board must submit a request in writing to the governance professional and must indicate the subject matter. Such requests will be considered in accordance with the terms outlined below, changes to which the Governance and Nominating Committee may recommend to the Board from time to time.

The Board Chair is not obligated to grant a request to address the Board, and the Board is not obligated to respond to, or take any action on the presentation it receives. The Chair may refuse requests that are deemed outside the scope of the Board's governance role, operational in nature, or inconsistent with hospital values and applicable legislation.

All deputations will be given by a maximum of two spokespersons. No deputation, other than the spokespersons invited by notice, shall be allowed to address the Board.

An individual or group may only address the Board on a particular subject once during any 12-month period. Exceptions may be granted by the Board Chair, in consultation with the Chief Executive Officer (CEO), on a case-by-case basis.

Where there are requests for more than one deputation at a meeting, such requests will be considered on a first come first serve basis. Individuals and/or groups not permitted to address the Board shall be so notified.

Individuals and/or groups wishing to address the Board concerning matters relevant to the hospital must do so following the procedure outlined below:

1. Any request to appear before the Board must be made in writing to the governance professional no later than 10 business days prior to the meeting date. The request must include the names and affiliations of the presenters and a brief description of the information to be presented. To protect confidentiality and maintain compliance with the *Freedom of Information and Protection of Privacy Act* (FIPPA) and the *Personal Health Information Act* (PHIPA), presentations and questions about an individual's care will not be permitted. Requests must also comply with the hospital's Code of Conduct and workplace safety policies.

2. A copy of the written request will be sent to the Board Chair and the CEO for review and consideration.
3. The Board Chair and CEO will review the request, and the Chair will ultimately determine whether or not to grant the request to address the Board. In some cases, it may be determined that it is more appropriate for an individual or group to address a specific Standing Committee of the Board, or some other body.
4. The governance professional will notify the individual and/or group of the decision of the Board Chair.
5. Each deputation will be limited to a ten-minute presentation followed by five minutes for questions. The Chair may extend or reduce this time as appropriate.
6. Deputations will usually be given at the beginning of the meeting and will be noted on the meeting agenda.
7. The Board shall consider the content of the information presented by the deputation, and may: provide the deputation with its decision immediately, table the item pending the receipt of further information, or reserve its decision to a later date. Again, the Board is not obligated to take any action on the presentation it receives. The Board will not consider deputations relating to matters that are before the courts, subject to grievance/mediation/arbitration processes, or otherwise outside its governance mandate.
8. The decision of the Board shall be communicated by the governance professional, in writing, to the deputation spokesperson, immediately following the Board meeting at which a decision is reached.
9. Any deviation from this policy shall be at the discretion of the Board Chair.

References

OHA Guide to Good Governance

Accreditation Canada Governance Standards

Freedom of Information and Protection of Privacy Act (FIPPA)

Personal Health Information Protection Act (PHIPA)