

Date of Request:
Date of Board Meeting You Wish to Present at:
Group/Organization/Delegation Being Represented:
Name(s) of Presenter:
Key Contact Name: _____ Title: _____ Address: _____ Phone: _____ Email address: _____
Topic:
Brief Summary (please provide a brief overview of your topic)
Preference for giving presentation <input type="checkbox"/> In Person <input type="checkbox"/> Virtual (<i>may not be available for all meetings</i>)
Audiovisual Requirements <input type="checkbox"/> Laptop <input type="checkbox"/> Proxima <input type="checkbox"/> Overhead Projector Other: _____
Please submit all requests to: <u>Desa Chipman, Executive Assistant</u> #600-299 Victoria St. Prince George, BC V2L 5B8 Phone: (250) 645-8542 Fax to Email address: desa.chipman@northernhealth.ca *** Requests must be received at least 10 business days in advance of the meeting date. ***

Please scan and email the filled out form to desa.chipman@northernhealth.ca



BOARD POLICY: BOARD PRESENTATIONS

Public Presentations

The Board wishes to consult with the public on the provision of health services. To do this, provision will be made for structured consultations within health services delivery areas, meetings with regional hospital districts and representatives of municipal government, and through the provision of information on the delivery of health services. In addition to these means, the Board will provide time for public presentations within the agenda of its open meetings. While the Board seeks public consultation on health issues for communities, individuals with very specific concerns may be encouraged to contact Northern Health managers directly in the interest of a timely response.

The Board will designate a minimum of three Board meetings per year where opportunities will be provided to the public to make presentations to the Board. These meetings will be scheduled at the will of the Board before, after or during the Board's regular meeting.

Notice of the public presentation sessions will be posted on the Northern Health website at least ten (10) business days before the scheduled session.

Requests to Address the Board

Persons or groups wishing to make Presentations to the Board must submit their request in writing to the Communications Department via a "Request to Address the Board" form indicating the name of the presenter, the group/delegation they represent, the topic, and a brief summary of the presentation.

The request and all supporting material must be received at least ten (10) business days in advance of the date of the session.

Given the limited number of presentations that the Board is able to hear, individuals or groups who have made presentations to the Board on a similar or related subject within the past year will be given lower priority than individuals or groups who have not yet had the opportunity to present to the Board.

The Chair may decline to hear any presentation, but will report the request for the presentation to the Board at its next meeting.

The Chair may permit an individual or delegation to make a presentation where the individual or delegation has not complied with the requirements of this policy.

Public Presentation Procedures

The time allotted for each presentation is ten (10) minutes. The Chair may extend this time limit if the Board decides that an extension of time is necessary in order to permit the delegation to give a complete outline of its position.

The total time for all Public Presentations at a particular meeting will be limited to 45 minutes, including time for questions by the Board.

Presenters must be recognized by the Chair and must preface their presentation by an announcement of their name, address and group affiliation.

The Executive Assistant to the Board will advise all parties indicating an interest in making a presentation to the Board that presentations are heard in public meetings and that media, including TV cameras may be present.

The Chair will advise presenters that the Board is there to listen rather than to debate issues. If and when the Board deems it necessary, a full written response will be provided after the Board has obtained further information from Staff. A copy of the responses sent to the presenters will be included in the subsequent Board meeting information package.

Where a proper review of a situation by Staff will take more than two (2) weeks, a letter will be sent thanking the presenter and advising that further information is being sought before responding.

Questioning will be limited to Board members initially and should be restricted to obtaining clarification of the presentation.

After Board members' questions have been dealt with, members of the Northern Health Executive are welcome to ask further clarification questions.

No response to the presenters' problems will be provided at the meeting, although in cases where the presenter is completely wrong about the facts, it may be appropriate for these to be courteously corrected because other members of the public present need to be apprised of the correct facts.

When presenters voice severe personal problems, it is appropriate for the Chair and CEO to express sympathy. Although presenters may describe important deficiencies in the services provided by Northern Health or the conduct of its affairs, Board members will not respond beyond acknowledging the issue until they have had an opportunity to review background information from staff or review the results of any investigation of the concern raised.

The following considerations will guide the decision to grant a request to make a public presentation to the Northern Health Board:

1. The Northern Health Board is the most appropriate audience for the topic and the presenter's intention is to address the Northern Health Board rather than attempting to reach a broader audience with their issues through the Northern Health Board public meeting.
2. Northern Health employees generally do not make presentations to the Board during the Public Presentations portion of the meeting unless requested to do so.
3. Physicians who wish to make a presentation to the Board will be asked to discuss their presentation topic with Medical Administration prior to requesting an opportunity to address the Northern Health Board. If a discussion with Medical Administration has not occurred, the physician's presentation will not likely be approved to come forward as a public presentation to the Northern Health Board. If a discussion has occurred, Medical Administration's advice will be sought regarding whether the presentation is appropriate for a public forum or if a different arrangement needs to be made.

The Board vests in its Chair or presiding officer authority to terminate the presentation of an individual or group that does not adhere to the rules established.

The Board recognizes the great interest and commitment of many citizens to health and health services and recognizes that many different perspectives exist.

The Board vests in the Chair the authority to maintain reasonable decorum in all meetings to enable differing views to be expressed and the authority to request any individual who chooses not to observe reasonable decorum to leave the meeting.

Schedule A: Distance Access to Northern Health Authority Board Meetings

- The Northern Health Authority is committed to providing region-wide public access to the Open Board and Public Presentation sessions of Northern Health Authority Board meetings
- The provision of distance access to Northern Health Authority Board meetings will be subject to limitations based on budget and technology infrastructure available in the Northern Health Authority region.
- The Northern Health Authority and the citizens of the Northern Health Authority region will share in the responsibility of setting up this access efficiently and effectively. Access will be set up on an as-requested basis only.

Telecommunications Access To Northern Health Board Meetings

1. Using telecommunications technology, the Northern Health Authority will provide region-wide public access to the Open Board and Public Presentation sessions of Northern Health Authority Board meetings.
 - a. This access will be provided in response to demand from the public for access.
 - b. The maximum number of sites that will be connected at any one Board meeting will be a total of three, by video-conference only, telephone conference only, or a combination of both. This number may be modified at the discretion of the Chair of the Board.
 - c. The Northern Health Authority will inform key stakeholders region-wide of the opportunity to attend the Open Board and Public Presentation sessions.
2. The Northern Health Authority will establish access using the most appropriate technology. Where technically feasible, a video-conferencing link will be provided. If video-conferencing is not available, connection will be provided by audio link.
 - a. The Northern Health Authority will consider use of third-party video-conferencing capabilities if required but will not be responsible for addressing any compatibility issues impeding the use third party equipment.
3. The Chair of the Northern Health Board or his/her designate will have the discretion to decide the applicability of telecommunications access requests.
4. All by-laws, regulations, and standards of decorum for the Northern Health Authority Board meetings will apply to remote locations linked by telecommunications equipment.

Procedure

1. Members of the public who are unable to attend a Northern Health Authority Open Board and/or Public Presentation Session but would like to participate via telecommunications technology may request a link that is most appropriate to their location.
2. The Executive Assistant to the Board shall receive telecommunications link requests no less than fourteen (14) days prior to the scheduled Board meeting date.
 - a. Placing a request for a presentation via telecommunications link does not guarantee placement on the Public
 - b. Presentation Session agenda Presenters will be informed of their position on the agenda as well as the logistics of their telecommunications link no later than five (5) days in advance of the Board meeting.
3. In the event of technical issues disrupting a telecommunications link, Northern Health will attempt to correct the problem immediately. If a solution cannot be identified, and the telecommunications glitch interrupts the delivery of a presentation, the Northern Health Authority will offer a suitable time for the presentation to be delivered at a future board meeting.