

DELEGATION POLICY

OBJECTIVE

- The objective of this policy is to provide clear guidance for individuals or groups who wish to address the board on matters involving policies which affect LMCH properties and residents.

BACKGROUND

- London and Middlesex Community Housing (LMCH) is committed to and supports the meaningful involvement of tenants in the operations, management, and governance of their communities.
- LMCH's Board of Directors is open to receiving delegations from tenants, City Councillors, or other individuals or groups wishing to make direct representation to the Board on matters pertinent to LMCH.
- It is anticipated that most delegations will be LMCH tenants or tenant leaders who wish to address broad tenant-related policy matters.
- The Board will not permit solicitations for products or services under its Delegation Policy.
- Delegations should be mindful that the Board's role is one of setting the overall policy directions of the corporation and monitoring their achievement, rather than being operational.
- Operational matters will be referred for staff review. In accordance with LMCH's *Privacy and Confidentiality Policy*, issues identifying an individual (tenant or staff) will not be considered in public but may be heard in-camera.

SCOPE

- This policy applies to all members of the public, including residents of LMCH properties.

PROCEDURES

Process for Hearing Delegations:

- Processes have been developed to assist the Board and delegations to deal effectively with matters being addressed by delegations.
- Approaches vary depending up on whether the matter is an item on the Board's meeting agenda. When presenting to the Board, delegations will be accorded five (5) minutes.

- Presentations will be allowed in-person or via electronic means through either Microsoft Teams or Zoom. If multiple delegations are approved, only one delegation will be heard at a time, with the remaining delegations waiting in electronic or physical waiting rooms until it is their time to present.

Items on the Board Agenda:

- Delegations wishing to address items on the Board’s public meeting agenda will be heard at the Board meeting.
- Delegations will register with the Executive Assistant at least 24 hours before the meeting, using the *Board Delegation Form*, and will indicate the agenda item(s) on which they wish to speak.

Items not on the Board Agenda:

- Delegations are required to register their name and issue with the Executive Assistant at least 14 days in advance of the Board meeting, using the *Board Delegation Form*.
- The Chair will determine if the delegation may present at the meeting. Normally, such delegations will be referred to staff for review.
- LMCH will notify applicants in writing within 7 business days of receiving the application if they have been granted delegation status. If applicable, there will be a staff report back at the next or a subsequent Board meeting.
- Delegations are reminded that the Board considers broad policy issues rather than individual situations.
- Delegations are expected to have exhausted LMCH’s existing internal staff review processes prior to the Board considering if it will hear a matter.

<u>DOCUMENT CONTROL</u>	
Drafted:	February 8, 2023
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