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REQUEST FOR PUBLIC PARTICIPATION IN KTRHA MEETING

Name of person/group requesting public participation:

Contact Person & Phone Number: _____

Date of KTRHA meeting participation: _____

Number of individual participating: _____

Names of Individuals:

Item/Reason for participation:

___ Decision or action required by the KTRHA

or

___ To provide information only

Brief Description:

As per attached participation policy will only be 15 minutes allotted to the presentation.

Fax form to the fax number above or mail to address above at least 10 days prior to meeting

KELSEY TRAIL HEALTH REGION		
REGIONAL HEALTH AUTHORITY POLICY MANUAL	Page:	Policy:
	Page 2 of 2	GP-11
		Policy Type: Governing Process
Distribution: Regional	Date: April 15, 2003	Revised: Sept 2011
Policy Development Requested by: Regional Health Authority	Policy Reviewed By: (list committees/individuals) Governance Committee	
Approved By: (Signature)	Title: Authority Chairperson	
PUBLIC PARTICIPATION IN AUTHORITY MEETINGS		

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- 1) The residents of the Kelsey Trail Health Region and other interested parties will have the opportunity to interact with the Kelsey Trail Regional Health Authority as mandated by the *Regional Health Services Act, 2002*.
- 2) Individuals and groups wishing to speak and present to the Authority must advise the CEO or Executive Assistant at least 10 days prior to the meeting. A copy of the presentation is required at least seven days prior to the meeting. Allowances may be made in special circumstances at the discretion of the Chairperson or CEO,
- 3) The presenter must clearly indicate the nature of the presentation, whether a decision or action is being requested of the Authority, or whether the matter is coming forward as information.
- 4) Presentation material will be available to the Authority and public five days prior to the meeting.
- 5) Presenters will be given 15 minutes in total for their presentation. Time limits for questions and discussion by Authority and staff will be at the discretion of the Chair. Given time restraints during meetings, any deviation from the submitted presentation may not be entertained.
- 6) Normally the agenda will be limited to two presentations at any one meeting,
- 7) Persons or groups who would like an item on the agenda, but do not wish to speak to the subject, may submit written material to the secretary up to 10 days prior to the meeting. Material arriving after that date will appear on the agenda of the following meeting.
- 8) All individuals and groups making presentations with requests for action will receive correspondence regarding their presentation or agenda item within 30 days following the meeting.
- 9) This policy can not be construed as limiting the Regional Health Authority's ability to meet. Regular Authority meetings and special Authority meetings may be called at any time by the Authority Chair, in accordance with the General Bylaws, to attend to the business of the corporation.