

## Policy

# Interim Deputation Policy for Stakeholders

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August 2021

### Summary of Policy

This policy provides guidelines for using deputations as a means to further inform the Board of Directors of Toronto Seniors Housing Corporation on an item that is before them. The Policy confirms Toronto Seniors Housing Corporation's commitment to the consideration of stakeholder opinion and input.

### Purpose

The purpose of this policy is to further enhance Toronto Seniors Housing Corporation's commitment to ensuring that tenants and staff have input on decisions that directly affect them. This policy sets out the framework for principles and guidelines for deputations to the Toronto Seniors Housing Corporation Board.

### Application of Policy

This policy applies to tenants, staff and other stakeholders of Toronto Seniors Housing Corporation. This policy applies to matters that are on the public agenda of the Toronto Seniors Housing Corporation Board of Directors or Committees of the Board.

### Policy Statement

Toronto Seniors Housing Corporation provides a range of mechanisms for stakeholder input in the development of key policies and corporate plans. Where stakeholders feel that their input has not been captured in the report before the Board, deputations provide an alternate method of input to the Committees of the Board and to the Board of Directors itself.

### Principles of the Deputation Policy

- Commitment to open and transparent decision-making
- Access to decisions that impact stakeholders
- Policy-making processes that contribute to building partnerships with stakeholders
- Tenants and staff have input into decisions that directly affect them
- Respect for Toronto Seniors Housing Corporation values and policies
- Deputations benefit stakeholders, committee members and the Board

## Policy Guidelines

- All items under consideration by the Board that have a direct impact on tenants and/or staff will have received input from those affected before recommendations are made to the committee or Board.
- Deputations may be made on all public agenda items at meetings of the Committees of the Board or the Board of Directors.
- Deputations to the Board should further the Director's understanding of the issue.
- Deputations are not a forum for debate between deputants and Directors, but are to be used as an opportunity for sharing information and clarifying issues.
- Reports to Committee and the Board will include information on the involvement of stakeholders including a summary of concerns/issues/support raised by stakeholders.
- Committee reports to the Board will clearly identify that deputations were received and the Committee Chair will record and inform the Board of:
  - the type of consultation undertaken, including stakeholder contributions through deputation at Committee meetings,
  - how stakeholder input affected the decision or recommendations.
  - written deputations will be appended to the meeting minutes.
- The Board will consider deputations in the context of the broader stakeholders input considered in the Board/Committee report and recommendations.
- Deputants are requested to inform the Board Secretary of their intent to depute one day in advance of the meeting in order that the Chair may confirm that the deputation is related to the recommendations before the Board/Committee.
- While it is preferred that deputants inform the Board Secretary of their intention to depute it is not a requirement, however stakeholders who wish to ensure that their concerns can be adequately addressed by Directors at the meeting may submit a written or alternate format\* copy of their deputation at least 3 days ahead of the meeting in order to allow enough time for:
  1. the distribution of deputation materials to Board/Committee members for their review prior to the meeting
  2. information-gathering by the Board/Committee Chair and/or Board/Committee members
  3. briefing of Board/Committee members on the issues raised
  4. clarification of issues/concerns raised

*\*Alternative formats will be accepted in cases where accommodation for a disability is required*

- At the start of each public meeting the Chair will poll the attendees to identify those wishing to depute to public items on the agenda. Only those deputants who identify themselves through the Chair's poll, or who have informed the Board Secretary prior to the meeting of their intention to depute, will be heard when their item arises.
- Deputants may only depute once on the same item.
- The Chair will generally hold deputations to 5 minutes to ensure that all deputants have an opportunity to speak and Board/Committee members have the time and opportunity to ask questions or engage in discussion of key issues. In keeping with Toronto Seniors Housing Corporation values and policies, the Chair is responsible for ensuring that the behaviour of all parties to the process is respectful and is not damaging towards any tenant, stakeholder, Director or Toronto Seniors Housing Corporation staff.

## **Approvals**

## **Policy Contact**