



Public Presentations Saskatoon Regional Health Authority

The Saskatoon Regional Health Authority (SRHA) values transparency in its governance role and supports community/public participation in health system process and decision-making. The SRHA recognizes that their areas of responsibility and accountability to the general public are dependent on opportunity for partnership and interaction with those who are served by the system whether they are patients, clients, residents or families (advocates) or wider community interest groups who wish to advocate or influence the SRHA decisions.

1. What does SRHA do?

SRHA stands for the Saskatoon Regional Health Authority. The SRHA operates in accordance with *The Regional Health Services Act*. The SRHA is the governing body for the Saskatoon Health Region.

Decisions of the SRHA are made publicly at its regular meetings. Meetings are held on a monthly basis except for the months of April, July, August and December.

The SRHA has delegated some responsibilities to several standing committees (Audit and Finance, Executive, Human Resources, Partnership, Policy and Governance, Quality and Safety and Stakeholder Relations). These committees are comprised of members of the SRHA. These committees meet regularly throughout the year to review matters under their jurisdiction and submit recommendations to the SRHA for approval. The SRHA may approve, amend or defeat the recommendations of a committee.

Subjects which the SRHA and its standing committees discuss include:

- Operating and Capital Budget of the Saskatoon Health Region (SHR)
- Performance monitoring
- Quality and Safety
- Policy and governance issues
- Human resource issues

2. How do citizens most often participate in SRHA's decisions?

You can participate in SRHA's decisions by:

- Making presentations at public meetings regarding health issues/concerns.
- Writing to the Chair of the SRHA on issues of concern.

The SRHA welcomes formal presentations at the end of each meeting with time allowed for the presentation, questions and discussion with all members of the authority in attendance.

The SRHA will not, in most cases, make a decision or agree to specific responses or actions at the meeting or at the conclusion of the presentation.

However, the SRHA recognizes that they will be required to follow-up the presentations/presenters in some format after the public meeting. While there may be thorough discussion with the presenters at the meeting itself, a formal response and acknowledgement for the presentation will be sent to the presenters within four weeks after the meeting unless some other response process is agreed to during the presentation time.

3. How can I find out what is on the SRHA's Agenda?

Agendas are normally published on the SRHA's website on the Friday of the week preceding the meeting date. Please follow this link to see SRHA's meeting agendas and meeting minutes

www.saskatoonhealthregion.ca/about/Pages/Governance.aspx

4. How can I get an item of concern before the SRHA?

Please note:

While the SRHA will make every effort to hear from citizens who want to speak, it is important that the discussions be productive and respectful. The SRHA reserves the right to deny some access to the public meetings if there is some other more appropriate avenue for discussion or constructive debate.

Presentations must identify whether they are related to:

1. Healthiest individuals

- a. Comments on the treatment and direct services provided within the health region;
- b. Promotion of new models of care or service or re-orientation and alignment of current services.

2. Healthiest communities

- a. Needs for changes or additions to the community access and involvement with the health region;
- b. Promotion for SRHA involvement and participation on the broader issues of health (education, housing, economic and income issues etc.)

3. Exceptional Services

- a. Changes to design and or delivery of current services in all aspects of care including hospitals, long term care, public health, community or home care to ensure the highest quality of customer service.

Presentations must also identify if they are:

For information to be used by the SRHA members in future deliberations and to increase awareness.

For response/action to request that the SRHA members make a decision or take specific action.

- **What is the process for getting a concern on the SRHA's agenda?**

- All presenters will be required to have a Care Group Director or Vice President to sponsor their presentation to the Authority so that the connections in relation to SHR affiliations to the subject matter are clearly understood before the presentation takes place.
- Fill out the "Request to Present to the Saskatoon Regional Health Authority" form, found at www.saskatoonhealthregion.ca/about/Documents/Governance/SRHA_Public_Meeting_Presentation_Request_Form.pdf and submit it three (3) weeks prior to the meeting date at which you want to present your issue.
- Attach any background information you feel is important for the SRHA to read before your presentation.
- Once you have submitted the "Request to Present to the Saskatoon Regional Health Authority" form, you will be contacted by the SRHA Office staff to confirm whether your presentation has been accepted, and if yes, your presentation time and date.
- If you plan to use Power Point, you must submit an electronic copy of the presentation to Lois Henbury at lois.henbury@saskatoonhealthregion.ca no later than 10 days prior to the date of the meeting. If you are unable to provide an electronic copy of your written material, you may provide one hard copy in lieu by the above deadline.
- Bring an electronic copy of the presentation (a memory stick, CD, or other) to the meeting.
- You will be given 5-10 minutes to present your issue (inclusive of any electronic presentation).
- Following your presentation, you may be asked questions from members of the SRHA.

- **What are the SRHA guidelines for making the presentation?**

(insert guidelines here)

- a) There will be a maximum of two presentations allowed for each authority public meeting.

- b) Some potential presenters who may have particular issues or concerns may be directed away from a public presentation and onto different lines of communication and contact people within the region to assist them with getting appropriate attention paid to their matters. It will be the right of the Authority or the designate from administration to ascertain the appropriateness of the representation before time is set aside on the agenda for the presentations.
- c) The opportunities for public presentations in this formal manner will not preclude spontaneous public comments or questions from the floor during the public meetings as is now the protocol.

7. Are there any deadlines which I should be aware of?

- Three weeks before meeting date – submit the “*Request to Present to the Saskatoon Regional Health Authority*” form electronically.
- Ten days before meeting date – submit electronic copy of your presentation to Lois Henbury at lois.henbury@saskatoonhealthregion.ca

8. Is there any audio-visual equipment available to use in making a presentation?

There is a computer, projector and screen available at the meeting. You must bring your presentation on a memory stick or CD.

9. How will I know when a decision is made on the issue in which I am interested?

- Typically, the SRHA will likely respond to your questions no later than 4 weeks following the presentation. If you do not hear from them by four weeks, please contact Lois Henbury at lois.henbury@saskatoonhealthregion.ca to further inquire about a response.

10. Where can I get more information about the SRHA and its committees?

SRHA office staff can help you with any questions you may have regarding the above information. If they cannot answer your questions, they will refer you to another SHR appropriate resource.