

YORK CATHOLIC DISTRICT SCHOOL BOARD



| BOARD POLICY | |
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| <i>Policy Section</i> Governance | <i>Policy Number</i> 106 |
| <i>Former Policy #</i> 803 | <i>Page</i> 1 of 6 |
| <i>Original Approved Date</i> | <i>Subsequent Approval Dates</i> |
| May 1969 | May, 1988, June 22nd, 1999 January 2003, March 25, 2008 February 25, 2014 November 29, 2016 January 31, 2017 |

SECTION A

POLICY TITLE: DELEGATIONS TO THE BOARD AND INPUT TO AGENDA ITEMS

1. PURPOSE

The Board recognizes that *all stakeholders* need to have a voice in the decision making process of the Board and to have their concerns heard. This policy is intended to provide the guidelines under which the above may occur.

2. POLICY STATEMENT

The York Catholic District School Board values the input members of the community may provide into issues where they have a particular concern or interest subject to approved guidelines. Therefore, it is the policy of York Catholic District School Board that delegations to the Board enable members of the community to give timely input on items to be discussed on a Board Agenda.

3. PARAMETERS

In the interest of engaging our communities, the Board is committed to providing stakeholders with opportunities to provide input and/or feedback that supports or informs Board decision-making through delegations received at Regular or Special Meetings of the Board.

Upon receipt of a public request to make a delegation in accordance with the parameters outlined in this policy, the Executive Committee of the Board will:

- i) Review the request and determine whether the presentation will be heard.
- ii) Determine if the approved delegation request will be heard before the whole Board, in a private session of the Board, referred to a committee of the Board, or referred to the Director of Education to determine appropriate action(s).

DELEGATIONS TO THE BOARD: PUBLIC PRESENTATIONS

- 3.1 An individual or delegation wishing to make a presentation to the Board shall process the request through the Secretary to the Director's Office: Trustee Services who will provide direction and a copy of Form Admin. 29(a) which must be fully completed and received at least seven (**7**) days prior to the date of the meeting.
- 3.2 An individual or delegation wishing to make a presentation to the Board requesting the development of a proposed policy or the revision of an existing policy must also complete and submit Appendix A (Rationale for the Development of a Proposed Policy or Revision of an Existing Policy) of Policy 101: Meta Policy: Policy Management and Governance along with Form Admin. 29(a) to the Secretary to the Director's Office: Trustee Services as outlined in parameter 3.1.
- 3.3 An individual or delegation wishing to make a presentation to the Board related to a specific Pupil Accommodation Review shall only be received by the Board of Trustees at a Special Meeting of the Board in accordance with Board Policy 713: *Pupil Accommodation Review of Schools*.
- 3.4 At the discretion of the Chair, delegations may be added to a Board agenda in the event of a time sensitive situation.
- 3.5 No more than three (3) delegations will be approved for any Board meeting without approval of the Executive Committee of the Board.
- 3.6 The Chair reserves the discretion to defer a request for a presentation.
- 3.7 Following approval to hear the presentation, before the full Board or a committee of the Board, the spokesperson for the group (or individual) shall be notified of the meeting date and time and shall be apprised of the parameters for the presentation.
- 3.8 Up to two (2) individuals may serve as spokespersons for any delegation, and no other members of the delegation shall address the Board, except by request of a Trustee and permission of the Chair. Additional written material in support of the presentation may be provided to Trustees at the meeting.
- 3.9 A maximum of *ten (10)* minutes per delegation is allowed to make a presentation. The Chair may choose to extend the time.
- 3.10 Where the matter brought before the Board requires a decision, the Board reserves the right not to make the decision at the same meeting at which a presentation is heard. The individual or the official spokesperson of the delegation shall be notified verbally, or by letter of the decision, or of the date of the meeting at which a decision is to be made, or a staff report concerning the presentation is to be considered.

DELEGATIONS TO THE BOARD: PRESENTATION OF A PETITION

- 3.11 An individual or delegation wishing to present a petition to the Board shall present a written copy of the petition to the Recording Secretary at least fifteen (15) minutes prior to the start of the Board Meeting along with a completed Admin 29(a). Receipt of the petition will be noted by the Chair on behalf of the Board during the Presentations segment of the Agenda.
- 3.12 An individual or delegation wishing to present a petition to the Board related to a specific Pupil Accommodation Review shall only be received by the Board of Trustees at a Special Meeting of the Board in accordance with Board Policy 713: *Pupil Accommodation Review of Schools*.
- 3.13 Following approval to hear a petition, before the full Board or a committee of the Board, the spokesperson for the group presenting a petition shall be allowed to address the Board, if they so desire, in public session or in camera, as determined by the Chair of the Board.
- 3.14 A maximum of three (3) minutes is allowed to present a petition. The Chair may choose to extend the time.
- 3.15 A Trustee may also present a petition to the Board on behalf of their community during the "Presentations" segment of the Agenda.
- 3.16 After receiving a petition, and where the matter requires a decision, the Board reserves the right not to make the decision at the same meeting at which the petition is presented. The official spokesperson of the delegation shall be notified verbally, or by letter of the decision, or of the date of the meeting at which a decision is to be made, or a staff report concerning a petition to be considered.

DELEGATIONS TO THE BOARD: PRESENTATIONS OF INPUT RELATED TO AN ITEM ON THE AGENDA

- 3.17 An individual or delegation wishing to give input to the Board, related to any item on the Agenda, shall notify the Secretary to the Director's Office: Trustee Services at least fifteen (15) minutes prior to the start of the Board Meeting. The Secretary to the Director's Office: Trustee Services will provide a copy of Admin 29(b) for completion and approve the request if the item is on the agenda and inform the spokesperson for the group of the parameters for the presentation.
- 3.18 An individual or delegation wishing to present input related to an item on the agenda, specifically if the item relates to a Pupil Accommodation Review, shall be redirected to present at the Special Meeting of the Board designated to the receipt of public delegations for the purpose of providing feedback on the Final Staff Report (Report 2), in accordance with Board Policy 713: *Pupil Accommodation Review of Schools*.
- 3.19 On occasion, there may be a Notice of Motion presented to the Board by an individual Trustee that is need of immediate action due to its urgency or its time sensitive nature. In this situation, the Chair of the Board shall take responsibility for extending an invitation to members in the audience for presentation of input related to the specific item.

- 3.20 An individual or delegation wishing to make a presentation to the Board requesting the development of a proposed policy or the revision of an existing policy as part of their presentation to give input to the Board, related to an item on the Agenda, must also complete and submit Appendix A (Rationale for the Development of a Proposed Policy or Revision of an Existing Policy) of Policy 101: Meta Policy: Policy Management and Governance along with Form Admin. 29(a) to the Secretary to the Director's Office: Trustee Services as outlined in parameter 3.18.
- 3.21 One person shall serve as spokesperson for the group and no other members of the group shall address the Board. Additional written material in support of the presentation may be provided to Trustees at the meeting.
- 3.22 Each presentation of input shall be limited to a maximum of three (3) minutes. The Chair may choose to extend the time.
- 3.23 In the interest of operating efficient board meetings, there may be occasions when presentations of input are limited.
- 3.24 After hearing the presentation, the Board reserves the right not to make a decision at the same meeting at which the related presentation is heard.

DELEGATIONS TO THE BOARD: PRESENTATIONS RELATED TO A PUPIL ACCOMMODATION REVIEW OF SCHOOLS

- 3.25 All public delegations related to a specific Pupil Accommodation Review shall only be received by the Board of Trustees at the Special Meeting of the Board in accordance with Board Policy 713: *Pupil Accommodation Review of Schools* and this policy.
- 3.26 When a Special Meeting of the Board is convened to receive delegations related to a *Final Staff Report with Community Consultation (Report 2)* parameters 3.17 to 3.24 of this policy shall be waived with the exception of parameter 3.18.
- 3.27 Members of the public will be given the opportunity to provide feedback on a *Final Staff Report with Community Consultation (Report 2)* through public delegations to the Board of Trustees at a Special Meeting of the Board no later than ten (10) business days after a *Final Staff Report with Community Consultation (Report 2)* is publicly posted.
- 3.28 The Special Meeting of the Board to receive public delegations related to a *Final Staff Report with Community Consultation (Report 2)* shall be announced and advertised publicly by the Board through a range of communication methods and shall be posted on the Board's website.
- 3.29 In accordance with Ministry *Guidelines* and in alignment with Board Policy 713: *Pupil Accommodation Review of Schools*, there is no limit to the number of delegations approved for presentation at the Special Meeting of the Board as it is designated solely to receiving input to a *Final Staff Report with Community Consultation (Report 2)*. There may be occasion where the number of delegation requests received exceeds the time allotment of the Special Meeting of the Board. If this occurs a date

and time for the Board to reconvene the Special Meeting of the Board will be confirmed by the Chair of the Board and communicated to community stakeholders.

- 3.30 An individual or delegation wishing to give input to the Board related to a *Final Staff Report with Community Consultation (Report 2)* may notify the Secretary to the Director's Office: Trustee Services at any time prior to the start of the Special Meeting of the Board or notify designated personnel at any time during the Special Meeting of the Board. A copy of Admin 29(c) for completion will be distributed to the individual or delegation.
- 3.31 One person shall serve as spokesperson for a group. Additional written material in support of the presentation may be provided to Trustees at the meeting, but shall be provided to the Secretary to the Director's Office for inclusion in the *Final Staff Report with Public Delegations Addendum (Report 3)*.
- 3.32 Each presentation of input shall be limited to a maximum of five (5) minutes.
- 3.33 Feedback received through the presentation of public delegations related to a *Final Staff Report with Community Consultation (Report 2)* shall be included in the *Final Staff Report with Public Delegations Addendum (Report 3)*.
- 3.34 On the date of the Regular Meeting of Board where a decision related to a Pupil Accommodation Review, specifically a school consolidation and/or closure, is to be made by the Board of Trustees, and with the acknowledgement that a Special Meeting of the Board for delegations related to the specific Pupil Accommodation Review has occurred, parameters 3.17 to 3.24 of this policy shall be suspended with the exception of parameter 3.18 as the Special Meeting of the Board to receive public delegations related to a Pupil Accommodation Review has occurred.

DELEGATIONS TO THE BOARD: PRESENTATIONS ON "IN CAMERA" MATTERS

- 3.35 Items should be forwarded to the Executive of the Board for consideration.

4. RESPONSIBILITIES

4.1 Executive Committee

- 4.1.1 To receive, review and approve requests to make a presentation before the Board.

4.2 Director of Education

- 4.2.1 To oversee compliance with the Delegations to the Board and Input to Agenda Items policy.

4.3 Secretary to the Director's Office – Trustee Services or Recording Secretary

- 4.3.1 To manage requests to make a public presentation, present a petition, give input related to an item on the agenda or a pupil accommodation review to the Board.

5. DEFINITIONS

5.1 Delegation

A formal presentation made to the whole Board at a Regular or Special Meeting of the Board or in a private session of the Board relating to a specific issue or matter as outlined in Section 3: *Parameters* of this policy.

5.2 Petition

A formal request presented to an Official of the Board pertaining to a defined issue and/or concern. Such request will be presented in the form of a typewritten document containing original signatures only, written directly on the face of the petition, printed names, addresses postal codes and telephone numbers. Email, faxed or photocopied petitions are not accepted and will not be presented.

6. RELATED FORMS

YCDSB Form: Admin 29(a) Public Request to Make a Presentation or Present a Petition

YCDSB Form: Admin 29(b) Public Request to Make a Presentation Related to an Item on the Agenda

YCDSB Form: Admin 29(c) Public Request to Make a Presentation Related to a Pupil Accommodation Review

YCDSB Policy 101 Meta Policy: Policy Management and Governance – Appendix A “Rationale for the Development of a Proposed Policy or Revision to an Existing Policy”

7. CROSS REFERENCES

YCDSB Policy 713 Pupil Accommodation Review of Schools

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| Approval by Board | January 31, 2017 <i>Date</i> |
| Effective Date | February 1, 2017 <i>Date</i> |
| Revision Date(s) | January 31, 2017 <i>Date</i> |
| Review Date | January 2022 <i>Date</i> |



YORK CATHOLIC DISTRICT SCHOOL BOARD

PUBLIC REQUEST TO MAKE A PRESENTATION OR PRESENT A PETITION

Please Note:

1. Each individual/group is allowed a maximum of 10 minutes to make a presentation and to answer questions from Trustees.
2. Each individual/group is allowed 3 minutes to present a petition and to answer questions from Trustees.

In the interest of operating efficient Board meetings there will be occasions when delegations shall be limited.

1) INDIVIDUAL MAKING THE REQUEST:

Name: _____

Home Address: _____ Email Address: _____

Home Telephone: _____ Business Telephone: _____

Name of Group Being Represented (if Applicable): _____

Name of Home School being represented: _____

Is this request related to a Motion and/or decision of the Board? Yes No

2) SPOKESPERSON (No more than three people)

Name: _____ Name: _____

Address: _____ Address: _____

Home Telephone: _____ Home Telephone: _____

Business Telephone: _____ Business Telephone: _____

Email Address: _____ Email Address: _____

3) SPECIFIC STATEMENT OF ISSUE:

4) SUMMARY OF KEY PRESENTATION POINTS:

[Please see reverse]

5) IF APPLICABLE, YOUR KEY RECOMMENDATIONS/SUGGESTIONS TO ADDRESS THE PROBLEM/ISSUE:

Form prepared by: _____ Date: _____

EQUIPMENT REQUIREMENTS

Please specify technology requirements needed (ie., Computer, CD Player, etc.):

Other: _____

HIGHLIGHTS OF POLICY 106 – DELEGATIONS TO THE BOARD:

- Presenters should ensure that a completed Admin. 29(a) form is received by the Secretary to the Director’s Office - Trustee Services at the Catholic Education Centre, 320 Bloomington Road West, Aurora, Ontario, L4G 0M1 by mail or fax (905) 713-1272 at least 7 days in advance of the meeting for a Public Presentation and at least 15 minutes prior to the start of the Board Meeting for a Presentation of a Petition.
- If presenters submit all presentation materials to the Secretary to the Director’s Office – Trustee Services no later than 6 calendar days prior to the scheduled Board Meeting they will be included in the appropriate meeting agenda package.
- Presenters who are requesting the development of a proposed policy or the revision of an existing policy as part of their delegation to the Board must also complete and submit Appendix A (Rationale for the Development of a Proposed Policy or Revision of an Existing Policy) of Policy 101: Meta Policy: Policy Management and Governance.
- Presenters who use the name/title/position of a person in a negative, critical or derogatory manner shall have their presentation terminated. The Chair will direct the presentation to a private meeting of the Board. The presentation shall be processed as per Policy No. 424: Disposition of Complaints About Board Employees.



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|------------------|-----|--------------------------|----|--------------------------|
| REQUEST APPROVED | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
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Admin. 29(b)
File Ref. M14
February 2017

YORK CATHOLIC DISTRICT SCHOOL BOARD

PUBLIC REQUEST TO GIVE INPUT RELATED TO AN ITEM ON THE AGENDA

Please Note:

- Each individual/group is allowed a maximum of 3 minutes to present input to an item on the agenda and to answer questions from Trustees.

In the interest of operating efficient Board meetings there will be occasions when delegations shall be limited.

1) INDIVIDUAL MAKING THE REQUEST:

Name: _____

Address: _____ Email Address: _____

Home Telephone: _____ Business Telephone: _____

Name of Group Being Represented (if Applicable): _____

Name of Home School being represented: _____

Is this request related to a Motion and/or decision of the Board? Yes No

2) SPOKESPERSON (An individual or one designated person to represent a group of individuals)

Name: _____ Name: _____

Address: _____ Address: _____

Home Telephone: _____ Home Telephone: _____

Business Telephone: _____ Business Telephone: _____

3) SPECIFIC STATEMENT OF ISSUE:

4) SUMMARY OF KEY PRESENTATION POINTS:

Please see reverse]

5) IF APPLICABLE, YOUR KEY RECOMMENDATIONS/SUGGESTIONS TO ADDRESS THE PROBLEM/ISSUE:

6) IF YOU WOULD LIKE PRINTED MATERIAL DISTRIBUTED PRIOR TO THE BOARD MEETING PLEASE SUBMIT ALONG WITH THE COMPLETED ADMIN. 29(b).

Form prepared by: _____ Date: _____

HIGHLIGHTS OF POLICY 106 – DELEGATIONS TO THE BOARD:

- Presenters should ensure that a completed Admin. 29(b) form is received by the Secretary to the Director's Office - Trustee Services at the Catholic Education Centre, 320 Bloomington Road West, Aurora, Ontario, L4G 0M1 by mail or fax (905) 713-1272 at least 30 minutes in advance of the Board Meeting.
- Presenters who are requesting the development of a proposed policy or the revision of an existing policy as part of their delegation to the Board must also complete and submit Appendix A (Rationale for the Development of a Proposed Policy or Revision of an Existing Policy) of Policy 101: Meta Policy: Policy Management and Governance.
- Presenters who use the name/title/position of a person in a negative, critical or derogatory manner shall have their presentation terminated. The Chair will direct the presentation to a private meeting of the Board. The presentation shall be processed as per Policy No. 424: Disposition of Complaints About Board Employees.



P A R

Pupil Accommodation Review

PUBLIC REQUEST TO MAKE A PRESENTATION RELATED TO A PUPIL ACCOMMODATION REVIEW

Please Note:

1. Each individual/group is allowed a maximum of 5 minutes to present input related to a Pupil Accommodation Review.

Input received from presenters will become the property of the Board and will be included as an addendum to Report 3 (refer to Policy 713: School Pupil Accommodation Reviews).

This form must be submitted to designated Board personnel for inclusion in Report immediately following the presentation.

1) INDIVIDUAL MAKING THE REQUEST

Name: _____

Address: _____ Email Address: _____

Home Business

Telephone: _____ Telephone: _____

Name of Home School being represented: _____

Identify the applicable geographical area being addressed: (Insert Geographical Area)

(Insert Geographical Area)

2) SPOKESPERSON (An individual or one designated person to represent a group of individuals, if applicable):

Name: _____

Address: _____

Home

Telephone: _____

3) SPECIFIC STATEMENT OF ISSUE:

[Please see reverse]

