

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> Governance	<i>Policy Number</i> 106
<i>Former Policy #</i> 803	<i>Page</i> 1 of 11
<i>Original Approved Date</i> May 1969	<i>Subsequent Approval Dates</i> May, 1988, June 22nd, 1999 January 2003, March 25, 2008 February 25, 2014 November 29, 2016 January 31, 2017 June 15, 2021 March 29, 2022

SECTION A

POLICY TITLE: DELEGATIONS TO THE BOARD

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.

This policy is consistent with all applicable legislation, including the *Education Act*, The *Ontario Human Rights Code*, *Municipal Freedom of Information and Protection of Privacy Act* (MIFIPPA), and *Occupational Health and Safety Act* (OHSA).

2. OBJECTIVE

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 the 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, Special Meetings of the Board or Committee Meetings. All delegations may be made in person or virtually.

In an effort to conducting efficient Board meetings:

All approved delegations will be heard and Trustees may ask questions for clarification purposes only.

There will be no engagement or debate between the Board of Trustees, Board staff and the official spokesperson of the delegation.

Where the matter brought before the Board requires a decision, the Board will notify the official spokesperson through written communication of the decision, or of the date of the meeting at which a decision is to be made.

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. (Presentations contrary to directives by the Ministry of Education, Ministry of Labour, Ministry of Health and our local and provincial Health Units will not 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 Administrator to the Director and 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 4 (Rationale for the Development, Review or Revision of a Policy) of Policy 101: Meta Policy: Policy Management and Governance along with Form Admin. 29(a) to the Administrator to the Director and 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 No more than three (3) delegations will be approved for any Regular Board meeting by the Executive Committee of the Board.
- 3.5 During the budget development process, the Board explicitly solicits stakeholder input and as such, more than three delegations may be approved by the Executive Committee for Board meetings in May and June.
- 3.6 If there are numerous delegation requests on a particular matter, the Executive Committee reserves the right to reduce the delegation time to 5 minutes and/or call a special board meeting to hear the delegations.

- 3.7 At the discretion of the Chair, delegations may be added to a Board agenda in the event of a time sensitive situation.
- 3.8 The Chair reserves the discretion to defer a request for a presentation.
- 3.9 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 expectations for the presentation.
- 3.10 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.
 - 3.10.1 Written material in support of the presentation, including PowerPoint, will be provided to Trustees by end of day Saturday (11:59pm) prior to the scheduled Board meeting.
 - 3.10.2 If supporting information is not submitted within the timeline, the delegation will be removed from the agenda and presented at a future Board meeting.
- 3.11 A maximum of *ten (10)* minutes per delegation is allowed to make a presentation. The Chair may choose to extend the time.
- 3.12 All delegation presentations must agree to be livestreamed during the meeting.

DELEGATIONS TO THE BOARD: PRESENTATION OF A PETITION

- 3.13 An individual or delegation wishing to present a petition as part of their delegation to the Board shall present a written copy of the petition to the Administrator to the Director and Trustee Services at least fifteen (15) minutes prior to the start of the Board Meeting. Receipt of the petition will be noted by the Chair on behalf of the Board and noted in the minutes of the meeting by the recording secretary .
 - 3.13.1 For the purpose of a virtual presentation the original petition must be to the Catholic Education Centre prior to the meeting to the Administrator to the Director and Trustee Services.
- 3.14 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*.
- 3.15 Petitions shall contain original signatures only, written directly on the face of the petition, along with printed names, addresses, postal codes and email addresses.
 - 3.12.1 Electronic petitions shall not be accepted.
- 3.16 If a Trustee wishes to present a petition to the Board on behalf of their community, they should process it through the Executive Committee for placement on a Board agenda.

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

- 3.17 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.
- 3.18 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.
- 3.19 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.
- 3.20 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 occasions 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.
- 3.21 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 Administrator to the Director and Trustee Services 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.
- 3.22 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 Administrator to the Director and Trustee Services to the Director's Office for inclusion in the *Final Staff Report with Public Delegations Addendum (Report 3)*.
- 3.23 Each presentation of input shall be limited to a maximum of five (5) minutes.
- 3.24 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)*.

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

- 3.25 Items should be forwarded to the Executive Committee 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 Administrator to the Director and Trustee Services

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 requests 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 email addresses. Email, faxed or photocopied petitions are not accepted and will not be presented.

6. APPENDICES

[Admin 29\(a\)](#) Public Request to Make a Presentation or Present a Petition

[Admin 29\(c\)](#) Public Request to Make a Presentation Related to a Pupil Accommodation Review

[Appendix 4](#) - Rationale for the Development, Review or Revision of a Policy

7. REFERENCE DOCUMENTS

YCDSB [Policy 101 Meta Policy: Policy Management and Governance](#)

YCDSB [Policy 713 Pupil Accommodation Review of Schools](#)

Approval by Board

March 29, 2022

Date

Effective Date

March 30, 2022

Date

Revision Date(s)

March 29, 2022

Date

Review Date

March 2026

Date



YORK CATHOLIC DISTRICT SCHOOL BOARD

Admin. 29(a)
March 29 2022

PUBLIC REQUEST TO MAKE A PRESENTATION OR PRESENT A PETITION

Please Note:

Each individual/group is allowed a maximum of 10 minutes to make a presentation 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:			
Are you a York Catholic District School Board employee? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Is this request related to a Motion and/or decision of the Board? Yes <input type="checkbox"/> No <input type="checkbox"/>			

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:

[Please see reverse]

4) SUMMARY OF KEY PRESENTATION POINTS:

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

Form prepared by: _____ Date: _____

I am aware that my delegation presentation will be livestreamed during the Board Meeting.**EQUIPMENT REQUIREMENTS**

If your presentation is in an electronic format (PowerPoint, Slides, Audio, Video) the information you provide will help us support you during the presentation. Please email a copy of the electronic presentation by end of day Saturday (11:59pm) prior to the scheduled Board meeting. Email Presentation to board.delegations@ycdsb.ca

Please specify technology requirements needed:☐ Presentation (PowerPoint, Google Slide, Keynote) **with no audio** and video embedded☐ Presentation (PowerPoint, Google Slide, Keynote) **with audio** and video embedded☐ Internet Needed (Example: playing YouTube video or reference to a website)

Other: _____

HIGHLIGHTS OF POLICY 106 – DELEGATIONS TO THE BOARD:

Presenters should ensure that a completed Admin. 29(a) form is received by the Administrator to the Director and Trustee Services Office 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.

Written material in support of the presentation, including PowerPoint, shall be provided to Trustees by end of day Saturday (11:59pm) prior to the scheduled Board meeting. If supporting information is not submitted within the timeline, the delegation will be removed from the agenda and presented at a future 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 4 (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.



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

Please Note:

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
Telephone: _____

Business
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: _____

[Please see reverse]

4) SPECIFIC STATEMENT OF ISSUE:

4) SUMMARY OF KEY PRESENTATION POINTS:

6) IF APPLICABLE, KEY RECOMMENDATIONS/SUGGESTIONS TO ADDRESS THE ISSUE:

Form prepared by: _____ Date: _____

HIGHLIGHTS

A presenter who uses the name/title/position of a person in a negative, critical or derogatory manner shall have their presentation terminated by the Committee Chair.

A presenter(s) is not required to supply a complete text of their remarks in advance of the meeting. At the presenter's discretion, they may elect to prepare, copy and distribute their text to trustees/staff at the meeting (35 copies).

If presenters submit all presentation materials to the Administrator to the Director and Trustee Services, no later than 6 calendar days prior to the scheduled Board Meeting they will be included in the Special Board meeting agenda package.



RATIONALE FOR THE DEVELOPMENT, REVIEW OR REVISION OF A POLICY

NAME:

INDICATE ONE OF
THE FOLLOWING:

- ☐ STAFF
☐ STAKEHOLDER

THE PURPOSE OF THE PROPOSED OR REVISED POLICY/PROCEDURE:

THE OBJECTIVE OF THE PROPOSED OR REVISED POLICY/PROCEDURE - INDICATE HOW
THE PROPOSED OR REVISED POLICY WOULD SUPPORT THE BOARD'S MISSION, VISION
AND ENHANCE STUDENT/STAFF ACHIEVEMENT AND WELLBEING:

INDICATE WHO WOULD BE DIRECTLY OR INDIRECTLY AFFECTED BY THE PROPOSED OR
REVISED POLICY? HOW?

INDICATE WHO SHOULD BE INVOLVED IN DEVELOPING THE PROPOSED POLICY OR
REVISING THE EXISTING POLICY.

WHAT WILL BE NEEDED FOR IMPLEMENTATION, EVALUATION, REVIEW PROCESSES?

WHO WILL ORGANIZE ONGOING MONITORING OF THE NEW POLICY AND HOW WILL IT BE EVALUATED?

WHAT ARE THE IMPLICATIONS ASSOCIATED WITH THE PROPOSED OR REVISED POLICY
(i.e. Financial, Human Resources, Awareness, Other)?

WHAT ARE THE PROPOSED TIMELINES FOR IMPLEMENTATION?

ADDITIONAL COMMENTS

SIGNATURE OF REQUESTOR:

DATE:

Please Note:

York Catholic District School Board Staff are to submit this completed Form to the Policy Steering Committee one week in advance of the next scheduled Committee meeting.

Stakeholders are to submit this completed Form along with the Delegation to Board Form as per the procedures outlined in Policy 106 Delegations to the Board and Input on Agenda Items.