

Policy 7 – Appendix A – Delegations to the Board

The Board is interested in hearing presentations on school matters by individuals and groups, and welcomes the opportunity of such presentations. The Board's purpose in listening to such presentations is to consider community-initiated requests, to have issues clarified, and to secure opinions, ideas, and information useful to the Board in reaching decisions. Deciding the course of action to be followed by the Board in connection with the matter or matters thus presented is the prerogative of the Board and may be delayed to a subsequent meeting of the Board.

1. A copy of these procedures shall be provided to every person or group requesting to appear before the Board and to those individuals who have been requested by the Superintendent or Chair to make a presentation to the Board.
2. Any individual, organization, or group desiring to appear before the Board in order to discuss any matter pertinent to schools may do so, except where such topics are prohibited by government legislation or regulation.
3. With the goal of resolving concerns, any person wishing to come as a delegation is required to first have a meeting with the Superintendent to see if their concerns can be addressed before going to the Board.
4. All requests to make presentations to the Board are to be in writing and are to be filed with the Superintendent or Secretary Treasurer at least (9) nine business days prior to the Board meeting at which it is desired that the presentation be heard.
5. If from an individual, the request must outline the matter to be brought before the Board.
6. If from an organization or group, the request must be accompanied by a copy of a brief of the proposed presentation and must designate not more than two representatives to act as official spokespersons for the delegation. This information will subsequently be included with the agenda as background for the Board.
7. Should any individual, organization, or group desire to bring the same matter back before the Board the request for an additional appearance shall be subject to pre-approval by the Board. A major factor of determination will be the apparent degree of change in the attendant conditions or surrounding facts.
8. The Superintendent or Secretary Treasurer will advise the individual or organization of the date and time when the presentation will be heard and will provide a summary of Board procedures pertaining to such a presentation.
9. The use of a slide presentation, maps, videos and written submissions are permitted, but they may become the property of the Division as exhibits. An electronic copy of the slide presentation is requested.
10. The initial presentation should be as brief as possible, not exceeding fifteen minutes in length unless the Board Chair has given special permission for a longer presentation.

11. Names of all presenters, including all students, is to be provided to the Superintendent five (5) business days in advance of the presentation.
12. Requests by presenters for photocopies and/or special audiovisual equipment is to be made five (5) business days prior to the day on which the presentation is to be made.
13. The individual petitioner or the spokesperson for the delegation shall make the presentation when invited by the Chair to do so.
14. A question period may follow at the pleasure of the Board and will end when the Chair is satisfied that the Board has received as much information from the delegation as it can reasonably obtain.
15. In response to the presenter, the Board may:
 - 15.1 receive the report,
 - 15.2 refer the matter to administration for response and to a future meeting,
 - 15.3 recommend immediate actions be taken,
 - 15.4 the Chair will thank the presenters, inform the delegation of when the Board will discuss the matter and may call a recess.
16. When a decision is made, the Superintendent or Secretary Treasurer shall advise the individual or group in writing accordingly.
17. The decision of the Board shall be considered final. The result of the decision will be conveyed to the affected parties in writing within five (5) business days by the Superintendent. Affected parties will be advised of their rights of appeal to the Minister of Education as per the *Education Act*.
18. Presentations At The Request Of The Superintendent or Trustee

The Board is interested in hearing presentations from students, parents and staff such that it will provide them with useful information about a program or occurrence, and enhance their understanding of the system.

Any individual, organization, or group that has been requested by the Superintendent or a trustee to make a presentation to the Board for information purposes shall adhere to the procedures outlined below.

- 18.1 The Superintendent may request that an individual or group of individuals give a presentation to the Board on a particular date and time. The date and time may be confirmed by letter.
- 18.2 Names of all presenters, including all students, is to be provided to the Superintendent five (5) business days in advance of the presentation.
- 18.3 Requests by presenters for photocopies and/or special audiovisual equipment is to be made five (5) business days prior to the day on which the presentation is to be made.
- 18.4 Presenters are to allow ten (10) additional minutes upon arriving for set-up and preparation.

- 18.5 The presenters shall make the presentation when invited by the Chair to do so, by first introducing the members of the group.
- 18.6 The Chair will introduce the members of the Board.
- 18.7 The presentation is not to exceed fifteen (15) minutes in length unless the Board has given special prior permission for a longer presentation.
- 18.8 Following the presentation, Board members may ask questions for clarification of the presenters.
- 18.9 At the end of the presentation the Chair will thank the presenters, inform the delegation of when the Board will discuss the matter; and inform the delegation if they are welcome to remain during the discussion.
- 18.10 If a response to a presentation is required, the Board may:
 - 18.10.1 receive a report;
 - 18.10.2 refer the matter to the Superintendent for response and to a future Board agenda for consideration at a subsequent meeting;
 - 18.10.3 or recommend immediate action be taken.

Reference: Section 33, 34, 51, 52 53, 64, 65, 66, 67, 69, 73, 75, 81, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 112, 114, 138, 139, 222 Education Act
Local Authorities Election Act
Income Tax Act (Canada)
Board Procedures Regulation (AR 82/2019)
Petitions and Public Notices Regulation (AR 91/2019)
Ministerial Order 017/98
Ministerial Order 059/98

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