



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

ADMINISTRATIVE PROCEDURE – 219-1

Public Delegations

Area: Governance
Policy Reference: Superintendent of Education – Policy Development
Approved: March 7, 2022
Revised:

1. Purpose

The purpose of this administrative procedure is to provide a framework by which students, parents and community members can present their views and concerns.

2. Definitions

Nil

3. Procedures

3.1 Should a member of the public wish to delegate to the Board of Trustees, a Request for Delegation Form (see Appendix 1) must be submitted to the Secretary of the Board at delegations@dcdsb.ca by 7:30 p.m. five (5) business days prior to the committee or regularly scheduled Board meeting. The following information must be included with this application:

- the name of the organization/individual(s) or party who will be making the presentation;
- their authority/title/position with the organization (if applicable);
- a complete mailing address;
- a daytime telephone number;
- a number where they can be reached after business hours;
- an email address (if available);
- a fax number (if available); and
- one copy of the written brief not to exceed a maximum of five (5) pages summarizing the area(s) of concern and interest. Delegates materials will be publicly posted and therefore personal or private information should not be included. If delegate materials include personal or private information, such information will be redacted.

- 3.2 The Chair of the Board may approve shortened timelines under the following conditions:
- The delegation directly pertains to matters appearing for the first time before the Board as an item for decision which has not previously been dealt with at a committee; and
 - Such submissions are received no later than 12:00 p.m., one (1) business day preceding the meeting at which the individual or group is requesting to delegate (see Appendix 1). Submissions received after this time will not be permitted.
- 3.3 If any spokesperson(s) requires accessibility related accommodations for attendance at the meeting or with their submission, they should notify the Governance Officer at 905-576-6150 in advance so that arrangements can be made.
- 3.4 If the number of oral delegation requests exceeds the maximum number permitted, the Governance Officer will inform the Chair. The Chair, in consultation with the Secretary-Treasurer of the Board/Director of Education, will consider the topics of the requested delegations; their relevance to agenda items; and the times of receipt to determine which ones will be heard at the requested meeting.
- 3.5 The approval for a delegation to come forward to the Board rests with the Chair of the Board in consultation with the Secretary-Treasurer of the Board/Director of Education.
- 3.6 If applicable, a public delegation may be directed by the Chair to first be heard by an appropriate Committee of the Board. No presentations shall be made by a member of a Statutory Committee as defined by the Board's Working By-Laws Section 4.2.
- 3.7 The Chair, in consultation with the Secretary-Treasurer of the Board/Director of Education, will decide if the topic to be presented is in response to a Board/Committee decision, or a new item if:
- 3.7.1 the topic is in response to a decision by the Board, or a Standing Committee recommendation, it shall be referred to the next applicable meeting.
 - 3.7.2 the topic is a new item and time permits; it may be referred to an appropriate Committee of the Board for a recommendation to be forwarded to the Board.
- 3.8 Depending on the nature of the submission, the Chair may request that the delegation address the Board in an in-camera or private session. In-camera procedures shall apply to meetings involving delegations of an in-camera nature.
- 3.9 The delegation will be notified in writing, by the Secretary-Treasurer of the Board/Director of Education of the date of the Board and/or Committee meeting at which the item is to be considered. If the delegation is not approved, the

Secretary-Treasurer of the Board/Director of Education will notify the delegation in writing.

- 3.10 If the topic of the public delegation raises one or more issues not previously on the agenda and requires further consideration, the item(s) may be: referred to the appropriate Committee; or placed on a future Board agenda. Any exception to these rules shall be approved by a majority of Board members.
- 3.11 If the topic of the public delegation pertains to an item already on the agenda for decision, the Board will consider the submission and proceed with its debate and the decision-making process.
- 3.12 When a response to the delegation is made by the Board and/or Committee of the Board, the Secretary-Treasurer of the Board/Director of Education will provide a response to the delegation in writing, within three (3) business days after the meeting in which the delegation was made.
- 3.13 Requirements for Delegates
 - 3.13.1 Each delegation shall be permitted to make only one (1) presentation to the Trustees on any issue during a 12-month period.
 - 3.13.2 There will be no more than three (3) public delegations and/or presentations made at any one meeting.
 - 3.13.3 Where the number of requested delegations exceeds the maximum as per 3.13.2, delegates who are unable to present will be provided with the opportunity to submit a written delegation to be shared with Trustees prior to the meeting. At the discretion of the Chair, an alternative meeting date may be provided to receive the oral delegation.
 - 3.13.4 The delegation(s) shall be represented by a maximum of two (2) designated spokespersons and no other person may address the Board and/or its Committee(s). At a majority vote of the Trustees, other members of the delegation in attendance, who are not designated spokesperson(s), may respond to direct questions.
 - 3.13.5 The spokesperson(s) for the delegation will address the Trustees as noted in the public agenda. The time for each public delegation to speak, excluding the question-and-answer period, is not to exceed ten (10) minutes.
 - 3.13.6 The spokesperson(s) for the public delegation shall be restricted to topics outlined in the written application.
 - 3.13.7 The spokesperson(s) for the public delegation will be asked to:
 - a) present information in a constructive manner.

- b) maintain a level of decorum which will allow meetings to proceed effectively. Placards and disruptive demonstrations are prohibited.

3.13.8 Should the delegate(s) not adhere to the requirements outlined above; the Chair has the authority to stop the delegate(s) from proceeding.

4. Sources

- 4.1 [Good Governance: Guide for Trustees, School Boards, Directors of Education and Communities, 2018](#)

5. Appendices

- 5.1 [Appendix 1 - Request for Delegation](#)

6. Related Policies and Administrative Procedures

- 6.1 [Public Delegations Policy \(PO219\)](#)

Appendix 1



Request for Delegation

Meeting requested: Board/Committee _____

Date requested: _____

Delegation Contact Information

Name of individual making request: _____

Address: _____

Telephone: _____ Business Telephone _____

Fax: _____ Email Address: _____

Name of group represented (if applicable): _____

Spokesperson(s) Note: Limit of 2 people

Spokesperson Number 1	Spokesperson Number 2
Name:	Name:
Address:	Address:
Telephone:	Telephone:
Business Telephone:	Business Telephone:
Email:	Email:
Position (if applicable)	Position (if applicable)

Topic and Purpose of Presentation

Please see important information on next page

Please Note:

1. All delegations shall be made in accordance with the provisions of Board policy PO219 – Public Delegations.
2. Any individual/organization/delegation seeking information on how to make a Public Delegation and/or presentation to the Board and/or a Committee of the Board shall contact the Governance Officer at delegations@dcdsb.ca.
3. If any spokesperson(s) requires accessibility related accommodations for attendance at the meeting or with their submission, they should notify the Governance Officer at 905-576-6150 in advance so that arrangements can be made.
4. This form must be submitted to the Secretary of the Board by 7:30 p.m. five (5) days prior to the Board meeting or in the case of a committee meeting by 7:30 p.m. on week prior to the committee meeting.
5. The Chair of the Board may approve shortened timelines under the following conditions:
 - The delegation directly pertains to matters appearing for the first time before the Board as an item for decision which has not previously been dealt with at a committee; and
 - Such submissions are received no later than 12:00 p.m., one (1) business day preceding the meeting at which the individual or group is requesting to delegate (see Appendix A). Submissions received after this time will not be permitted.
6. The delegation(s) shall be represented by a maximum of two (2) spokespersons and no other person may address the Board and/or its Committee(s) unless approval is given by a majority of those Trustees present.
7. The time for each public delegation to speak, excluding the question-and-answer period, shall not exceed ten (10) minutes.
8. One copy of a written brief not to exceed a maximum of five (5) pages summarizing the area(s) of concern and interest shall be attached to this request for delegation.