

Section Six: Delegations

6.1 NOTIFICATION OF INTENT TO SPEAK

Bluewater District School Board recognizes the need to foster effective communication between the educational system and the community. At each public meeting of the board, members of the community will be provided with an avenue to speak to public education-related topics, specific to either them, or regarding the system as a whole. Individuals or groups that wish to appear before the board are requested to contact the Director of Education before noon of the Tuesday, one week prior to the meeting of the board.

6.2 TIME ALLOTMENT

Near the beginning of each board meeting, a maximum of 20 minutes will be provided for delegations as follows:

- i) Each delegation is allotted a maximum of ten (10) minutes, exclusive of questions of clarification (which will last no longer than five (5) minutes); and
- ii) A maximum of two (2) delegations will be allowed per meeting.

6.3 REGISTRATION

6.3.1 To be a delegation to the board, the following information must be provided by noon of the Tuesday preceding the meeting at which the delegation wishes to appear:

- i) Full name, and the names of all speakers;
- ii) Contact information (including telephone number and home address);
- iii) A complete copy of the presentation;
- iv) Presentation needs (e.g., laptop for PowerPoint presentation); and
- v) Any recommendation(s) pertaining to the issue.

6.3.2 An individual or group may present as a delegation to the board once in every three (3) months. The months of July and August will not be used to calculate this timing.

6.3.3 Requests will be denied if the requestor(s) has presented on the same topic within the previous 12 months, or if the subject matter is not within the jurisdiction of the board. Such requests may instead be provided as a written submission to trustees.

6.3.4 Delegation presentations will be reviewed by the Director (or designate) to ensure that they meet the requirements of Section Six: Delegations.

- i) If it is determined that the requirements of Section Six have not been met, the Director (or designate) will review the request in consultation with the Executive Committee.
- ii) If, in the opinion of the Executive Committee, the delegation request should be denied, the Director (or designate) shall advise the requestor (in writing) that their delegation request has been denied and provide rationale. This decision is final. Trustees will be informed of the decision.

6.4 CONFIRMATION

6.4.1 When they receive confirmation of their delegation date, delegations will be:

- i) Asked to provide any specific questions they may have; and
- ii) Invited to provide their own copies of any presentation handouts. Board staff will not be responsible for making copies of delegation materials, for the purpose of providing handouts.
 - a) If the delegation would like their presentation to be provided electronically to trustees prior to the meeting, they must notify Corporate Services of this request at least 24 hours in advance of the meeting.

6.4.2 All delegations will be informed of the following:

- i) That there may be no response to the presentation at the meeting.
- ii) In accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), presenters must ensure that no student or staff member is identified by name or by specific comments by which they could be identified.
- iii) Presentations shall be free of statements or materials that are contrary to the Ontario Human Rights Code, other laws of Ontario and Canada, and the policies of the board.
- iv) Presentations must not contain inappropriate comments regarding students, staff or community members.
- v) Presenters are expected to conduct themselves with courtesy and respect for others.
- vi) That the purpose of a delegation is to allow the presentation to be heard, not to debate the issue at the time of presentation. Trustees may ask questions of clarification.

6.5 RESPONSE

6.5.1 Delegation presentations will be reviewed at the following Executive Committee meeting to determine recommendations to the board regarding appropriate next steps. These recommendations will be reviewed at the following Committee of the Whole or Regular Meeting of the Board.

The Chair, with the concurrence of the board, may direct that any recommendations arising from the delegation be:

- a. Received as information;
- b. Referred to staff for follow-up and/or a future report;
- c. Referred to the appropriate committee;
- d. Referred to a future board meeting; or
- e. Handled by letter following the board meeting.

6.5.2 A written response will be provided within thirty (30) days to delegations who provide a copy of their presentation. The months of July and August will not be used to calculate this timing.

6.6 IN-CAMERA ISSUES

Delegations regarding issues which must be heard in camera as prescribed by the Education Act will be heard in Committee of the Whole In-Camera. Meetings of the board and its committees shall be open to the public except when the subject matter under consideration involves those items listed in The Education Act Section 207 (2)) (specifically noted in section 2.3.14 of these by-laws).

6.7 DECISIONS IN RESPECT OF ISSUES RAISED

Once the board has made a decision, on a matter raised by a delegation or delegations, the board will not entertain a further delegation on substantially the same issue within the ensuing six (6) month period, unless:

- i) The Executive Committee is of the opinion that there is sufficient new information to warrant a review; or
- ii) The board has agreed to re-open the matter.

6.8 DELEGATIONS IN REMOTE LOCATIONS

Providing that facilities and staffing are available at no additional expense to the board, a delegation from a remote location may be considered.

6.9 ACCOMMODATION REVIEW DELEGATIONS

Pursuant to the regulations and processes defined in BP 3101-D "Accommodation Review - School Program and Facility Efficiency", delegations pertaining to an Accommodation Review will not be heard at Regular Meetings of the Board or Committee of the Whole Board Meetings and will only be heard at a Special Board Meeting for Accommodation Review Delegations.