



ADMINISTRATIVE PROCEDURES

DELEGATIONS TO MEETINGS OF STANDING COMMITTEES OF THE BOARD OR MEETINGS OF THE BOARD OF TRUSTEES

Purpose

Regular meetings of the Board and Standing Committees are open to the public and the media. The Board will provide an opportunity for delegations/presentations to be made to meetings of the Board or Standing Committees of the Board on school board related matters.

References

Algonquin and Lakeshore Catholic District School Board Vision, Mission and Values Statement
Multi-Year Strategic Plan
Education Act and Regulations
Algonquin and Lakeshore Catholic District School Board Bylaws
Board and Committee Meeting Dates (released annually)

Procedures

1. A person or delegation wishing to appear before the Board of Trustees, or to make a written submission, or both, shall be required to submit to the Secretary of the Board, a written application, received at the Office of the Director of Education through [the Board contact page](#) at least eight (8) business days prior to the next regular meeting of the Board or the Standing Committee which the delegation may be heard.
2. The written application shall state the matter on which the submission is to be made, the organization or interested parties to be represented, the name of and the authority of the spokesperson who will be attending.
3. The Director of Education/Secretary of the Board and the Chair of the Board/Standing Committee will review the request and if approved, designate the delegation to the appropriate Board/or Standing Committee meeting date.
4. If a meeting of the Board of Trustees/Standing Committee is conducted online, the spokesperson will receive the log-in information 24 hours prior to the meeting.

5. In addition to obtaining the approval of the Director of Education/Secretary, Chair of the Board or Standing Committee, a person or delegation shall be required to submit a written brief of their presentation to the Secretary of the Board before 1:00 pm on the Wednesday prior to the meeting at which the delegation will be received, for inclusion in the agenda.
6. Requests to present to the Board of Trustees on issues which have not yet been considered for a response by appropriate staff will not be accommodated.
7. Requests to present to the Board of Trustees on matters potentially under litigation or specific to an individual staff member will not be accommodated.
8. A delegation shall designate not more than two (2) persons as spokespersons, and no other member of the delegation shall address the Board of Trustees or Standing Committee, except by request of a Trustee and with permission of the Chair.
9. Delegations shall be heard only at the time appointed in the order of business on the agenda with a time limit maximum of ten (10) minutes.
10. Only one (1) presentation by the delegation shall be permitted to the Trustees on any issue. When there are multiple delegations on the same topic, presentations may be combined or reduced.
11. The decision of the Board with respect to the approval to include on the agenda the matter under discussion will be communicated to the spokesperson for the delegation in writing, by the Office of the Director of Education. It is understood that a decision related to the issue raised by any delegation may not be made at the meeting receiving that delegation's presentation.
12. The Board reserves the right, at the discretion of the Chair, to limit the number of delegations or presentations at any regularly scheduled public meeting of the Board of Trustees or Standing Committee.

Approved: October 23, 2012

Revised: October 11, 2016

Revised: May 11, 2021