



Policy Section: **Trusteeship and the Board**

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Policy Name: **Presentations/Delegations**

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Policy Statement

The Keewatin-Patricia District School Board is, from time to time, expected to receive requests for presentations/delegations at its Regular Board Meetings. It is the policy of this Board to receive presentations/delegations regarding the subject matter that falls within the Board's responsibilities according to the following guidelines and procedures.

Rationale

The Keewatin-Patricia District School Board recognizes the need to provide members of the public the opportunity to make presentations/delegations at Regular Board Meetings. Establishing a policy that defines how presentations/delegations can be delivered is essential to maintain effective and productive communication opportunities.

Regulations

1. Notice of Attendance

- a) Individuals wishing to make a delegation must reside in the Board's geographic boundaries and/or reside in a community that receives educational services through the Board and/or its schools.
- b) Presentations/delegations wishing to present to the Board, either in person or electronically, will give notice in writing on the presentation/delegation information sheet, addressed to the Director of Education or secretary, delivered to the Principal at one of the schools, or a Board office.
- c) The spokesperson for the presentation/delegation will be sent the attached Presentations/Delegations Information Sheet for completion and return to the Director of Education prior to the meeting.
- d) The Presentations/Delegations Information Sheet must be submitted in written or

Cross Reference
Policy 204, Observer Comments at Board Meetings

Date Adopted: 08/12/1998
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23/05/2023

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electronic format by 4:30 pm, twelve (12) business days preceding the presentation. Once the presentation material is approved by the Executive Committee, the Trustees will receive the presentation in their Board package prior to the meeting. If the presentation is not received in that timeframe, the presentation will be cancelled or added to the next Regular Board Meeting.

- e) If such notice is not received by the Director of Education twelve (12) business days prior to the Board meeting, the presentation/delegation may not be approved for the Board meeting.

2. Notice of Acceptance

- a) A delegation request does not guarantee the approval of a request for a delegation. Delegation topics and information that contradict the values identified by the KPDSB Board of Trustees in the five-year strategic plan may not be approved. Similarly, delegation presentations will not be received:
- I. by individuals or commercial enterprises who wish to promote products or services to the KPDSB;
 - II. regarding personal issues related to the delegation, a staff member or a student;
 - III. regarding employment issues that are covered under KPDSB collective agreements or other employment contracts;
 - IV. about matters which are the subject of litigation with the KPDSB, or where all rights to a hearing, appeal or review under the Education Act or its regulations have not been commenced or concluded;
 - V. about matters that are currently the subject of a complaint to the Ontario Ombudsman or are under investigation by that Office;
 - VI. about matters that are in contravention of the Ontario Human Rights Code;
 - VII. regarding matters that are not within the jurisdiction of the KPDSB; regarding subjects for which there are other opportunities for the delegation to provide input to the KPDSB, such as School Accommodation Review Meetings, the Board's Multi-Year Strategic Planning Process, etc.;
 - VIII. by employees of the KPDSB to express their views relative to their employment or professional interests (employees have recourse to other procedures for making their views known);
 - IX. by Trustees of the KPDSB (Trustees have recourse to other procedures for making their views known); or
 - X. twice within a 12-month period, unless the subject matter has changed substantially.



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- b) The spokesperson for the presentation/delegation will be advised by telephone relative to the date, time, and location for scheduling the presentation/delegation on the agenda with an email message noting confirmation of the phone call.
- c) Presentations/delegations must be submitted in written or electronic format by 4:30 pm, twelve (12) business days preceding the presentation. Once the presentation material is approved by the Executive Committee, the Trustees will receive the presentation in their Board package prior to the Board meeting. If the presentation is not received in that timeframe, the presentation will be cancelled.
- d) Unless otherwise advised, presentations/delegations will be heard immediately following "Confirmation of Minutes" under Order of Business on the agenda (approximately 7:15 pm).

3. Board Meeting Procedure

- a) Proper decorum is expected, and parliamentary procedure will be followed.
- b) The spokesperson will identify themselves, the group, and the subject to be discussed.
- c) Presentations/Delegations may be recorded by the Board as per regular business.
- d) The spokesperson will make their presentation/delegation as submitted as per section 2.c and direct remarks to the Chair of the Board.
- e) The Presentations/Delegations period for each Regular Board Meeting shall be no longer than thirty (30) minutes, unless the Board, by resolution, determines otherwise. If there are several presentations/delegations, the thirty (30) minutes will be shared equally to a minimum time of two (2) minutes for each presentation/delegation. The maximum time for any presentation/delegation will be fifteen (15) minutes. If the presentations/delegations time is not extended and there are presentations/delegations that have not been heard, they will be scheduled for the next Board meeting.
- f) Comments relating to the competency of any Board employee, either implied or direct, shall not be made.



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- g) The Chair of the meeting reserves the right to terminate the presentation/delegation at any time, including if the presentation surpasses the allotted time of 15 minutes or if information is presented that was not included in the submitted package as per section 2.c.

4. Board Action.

- a) A decision of the Board will not be made at the time of the presentation/delegation but will be deferred for further consideration.
- b) Trustees and/or members of the administration will not debate items raised by the presentation/delegation.
- c) Trustees and/or members of the administration may comment on presentations/delegations. Trustees may ask clarifying questions of the presenter.
- d) The presenter(s) will be notified, in writing, by the secretary of the Board, of the response of the Board, if any, and the reason(s) therefore.

Presentation/Delegation members are cordially invited to attend the meeting prior to and following their presentation/delegation.