

# GOVERNANCE PROCEDURES

## Delegations

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Note: The following governance procedure applies to Board, Standing Committee and Trustee Special Committees only. Different delegation processes and opportunities for public input and consultation may be established for other specific purposes.

The following governance procedure establishes a process for hearing public input and is an indicator of the Board's commitment to advocacy for students, parents and communities. The procedure provides for flexibility in managing the delegation process.

### **1. Subject Matter**

- a) Trustees will hear delegations on matters that are shown on the agenda for either Standing Committee or Board meetings.
- b) Special committees will hear delegations on matters related to their mandates.
- c) Employees of the Board may make a delegation request on topics other than those concerning employment or professional interests for which other channels exist.

[See also Section 6, Limitations]

### **2. Confidential Matters**

Requests by delegations to appear before a committee on matters which are deemed to be of a confidential nature, (Section 207 (1) and (2) of the Education Act), will be considered in private session.

### **3. Requests to Make an Oral Delegation**

- a) Requests by delegations and individuals to speak to a Committee must be submitted in writing by e-mail to Heather Miller, <mailto:hmiller@hwdsb.on.ca>, by 12 noon on the Friday before the meeting and speakers must address a topic in the agenda.
- b) If a request to make an oral delegation cannot be accommodated, the requestor will be invited to submit a written submission that will be distributed to the members at the meeting, distributed to all trustees in the weekly information package and posted on the Board's web-site.
- c) Requests by delegations and individuals to speak on a topic other than in (a) above, will be invited to speak to a special committee of the Board.
- d) Requests must include the following information:

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- (i) the topic that will be addressed
  - (ii) the name of the speaker or speakers if the time provided is to be shared by two members of an organization
  - (iii) address of the speaker
  - (iv) contact information for the speaker (preferably e-mail)
  - (v) the name of the organization, if the speaker is representing an organization such as a school council or community group
- e) Written submissions alone, on any topic and at any time, may be submitted to Heather Miller at [hmillier@hwdsb.on.ca](mailto:hmillier@hwdsb.on.ca) and will be distributed to all trustees and posted on the Board's website.

#### **4. Time Allotted**

Requestors may request either five or ten minutes, and will be accommodated at the discretion of the chair. At any time the chair may decide that a shorter time be allotted to facilitate the business of the meeting.

#### **5. Questions of Clarification**

Following presentations, members of the committee and other trustees may ask brief questions for clarification only, for a period of time which will be at the discretion of the Chair.

#### **6. Limitations**

The committees will hear up to three delegations at each meeting.

- a) Delegation requests will be approved or denied at the discretion of the chair, based on the anticipated time needed for completion of the agenda, variety of types of input (parent group, individual citizen, community organization), variety of viewpoints, number of times the requestor has previously had the opportunity to address the trustees. If denied, requestors will be invited to submit a written submission which will be distributed at the appropriate meeting.
- b) Delegates may speak once only on any particular matter.
- c) For issues such as school closings or school naming and renaming (in whole or in part), where the Board will be instituting an extensive consultation process outside

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of the Board's regular business process, delegations will not be heard at committee meetings.

- d) If more delegation requests are received than can be accommodated, written submissions will be encouraged and these will be distributed to all Board members.

Adopted: April 2015