

4.5 Delegations

Note: The following 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 flexibility in managing the delegation process.

Subject Matter

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

Confidential Matters

- 4.5.4 Requests to delegate 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.

Requests to Make an Oral Delegation

- 4.5.5 Requests to delegate must be submitted in writing by e-mail to the Officer of Trustee Services by 12:00 pm on the Friday before the meeting and speakers must address a topic on the agenda.
- 4.5.6 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 all trustees in the agenda package and posted on the Board's website.
- 4.5.7 Requests to delegate on a topic other than those posted on an agenda, may be invited to speak to a special committee of the Board.
- 4.5.8 Individuals interested in delegating to Trustees are asked to make submissions in writing (or by telephone to the Officer of Trustee Services) which contain the speaker's full name, contact information (including telephone number(s), email address and city of residence) and a (brief) description of the request for delegation.
 - a. Delegates may also submit a written copy/summary of their delegation including any presentation or hand-out materials, and recommendation(s) for resolving the matter (if applicable).
- 4.5.9 A [Delegation Request form](#) can be accessed via the Board's website and can be completed online, or a hard copy can be submitted to the Officer of Trustee services. Alternatively, individuals may telephone the Officer of Trustee Services to request delegation status.
- 4.5.10 A delegate cannot register for more than one place on the agenda.

4.5.11 All delegates will be informed of the following:

- a. 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.
- b. Speaking remarks and 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, including but not limited to HWDSB Human Rights Policy and HWDSB Code of Conduct Policy.
- c. Speaking remarks and presentations must not contain inappropriate comments regarding students, staff, or community members.
- d. Delegates are expected to always refrain from the use of abusive or derogatory language and conduct themselves with courtesy and respect for others.
- e. Delegates are 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.

4.5.12 The Chair may halt a delegation at any time if any person(s) engages in this or any other form of improper conduct which may result in a delegation not being completed.

4.5.13 Written submissions alone, on any topic and at any time, may be submitted to the Officer of Trustee Services and will be distributed to all trustees and posted on the Board's website.

Time Allotted

4.5.14 Delegates will be provided with up to 5 minutes to present.

Questions of Clarification

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

Limitations

4.5.17 The committees will hear up to six delegations at each meeting.

4.5.18 Delegation requests will be approved or denied at the discretion of the chair and vice chair, based on the anticipated time needed for completion of the agenda, variety and diversity of types of input (parent group, individual citizen, community organization), diversity 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.

4.5.19 Delegates may speak once only on any particular matter.

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

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