

REGISTRATION FORM FOR DELEGATIONS

All delegations are required to submit a Registration Form outlining the key points to be presented, as well as a written copy of the intended presentation. This documentation must be submitted, no later than by 1:00 p.m., five (5) working days before the date of the meeting, for the request to be considered. Trustees may ask questions of clarification after the presentation in accordance with Board Procedural By-Law #1-01, Article 6. Delegations are reminded that no decision on the issues presented will be made at the meeting. Delegations are allotted five minutes to present.

Meeting name & date: _____ Subject: _____

I wish to speak ONLY on my own behalf.

I wish to delegate as a spokesperson for: _____

I am an employee of the Board and my subject cannot be dealt with under a Board Collective Agreement.

Please provide a brief summary of the subject of the delegation.

The Board does not wish to prevent the expression of honest opinion, however, delegates should refrain from negative, critical or derogatory comments about identifiable persons.

Please read Dufferin-Peel Catholic District School Board By-Law # 1-01, Article 6 (*see reverse*) pertaining to delegations prior to signing, and returning the registration form to the Board and Committee Information Officer. The Board and Committee Information Officer will contact you to confirm the date and time of your delegation.

Please note that delegations will be only heard during the allotted period for delegations. If it is necessary to cancel the delegation, please do so in writing by email, fax or hand delivered copy at least 24 hours prior to the meeting: Phone 905-890-0708, Ext. 24433, Fax 905-890-8837 or Email laurie.mackereth@dpcdsb.org

Delegation Contact Information: *

Name _____
Address _____
Telephone _____
Email _____

Date: _____ Signature: _____

* **Municipal Freedom of Information and Protection of Privacy Act:** Personal information is collected under the legal authority of the *Education Act, RSO 1990, c. E.2* and will be used by the Board and Committee Information Officer for corresponding with delegates. Questions about this collection should be addressed to the Records Management and Access/Privacy Administrator at 890-0708, Ext. 24443.

PROCEDURAL BY-LAW #1-01 ARTICLE 6 DELEGATIONS AND SUBMISSIONS

6.1 All delegations are required to submit a Registration Form "Procedural By-Law#1-01/Article 6, Delegations", outlining the key points to be presented, as well as a written copy of the intended presentation, and this documentation must be submitted, no later than by 1:00 p.m., five (5) working days before the date of the meeting, to the Board and Committee Information Officer, prior to the request being considered. A public input process is not intended, nor is it appropriate, in addressing personnel, property, legal or negotiation matters, or where personal privacy may be compromised. The Secretary of the Board and/or a Designate, and/or Chair of the Board will review all requests to determine the suitability of materials for distribution or for presentation, in order to ensure compliance with the privacy protection requirements of the *Municipal Freedom of Information and Protection of Privacy Act*. Written submissions may also be included in the agenda without an accompanying delegation.

6.2 Delegations are encouraged to be heard by the Standing Committee first, but may present directly to the Board with the knowledge that they may be referred to a Standing Committee of the Board for staff input and report. Normal practice is that a Standing Committee would debate the issue and make recommendations to the Board, before a Board decision is made.

6.3 Delegations may be heard at Standing Committees and Board Meetings, in accordance with Bylaws and policies of the Dufferin-Peel Catholic District School Board.

6.4 Delegations wishing to address an item, will be directed appropriately by the Board and Committee Information Officer, at the time of the request.

6.5 Where a delegation wishes to pursue the same issue to the Board after speaking to a Standing Committee, it may register with the Board and Committee Information Officer to address the Board of Trustees at the next regular meeting.

6.6 The maximum number of delegations, is not to exceed five (5) for any meeting of the Board or of a Standing Committee. Delegations should be accommodated at regularly scheduled meetings. If there are requests for more than five (5) delegations, an additional meeting may be called.

6.7 Any delegation not registered for a Regular Board or Committee Agenda will be heard upon approval of the majority of Trustees present, subject to 6.6.

6.8 If, during the course of the presentation, a topic other than that stated in the request is raised by the delegation, questions of clarification may be asked by Trustees. The issue will be directed to the appropriate Standing Committee, for deliberation.

6.9 In cases where staff or Committee reports are on an agenda, these will be dealt with in the normal manner, notwithstanding presentations by delegations.

6.10 The order of the published agenda may be changed to accommodate delegations, by the request of a Trustee and with the consent of the majority of Trustees present.

6.11 The Board and Committee Information Officer will confirm with the applicant the time and date of the presentation. Delegations are advised to read the By-Law Article on the delegations prior to presenting. All requests and written submissions must be received no later than by 1:00 p.m., five (5) working days before the date of the meeting. Delegations will be limited to five minutes except by permission from a majority of the Board present.

6.12 On the Board's Registration form, the presenter shall identify: the subject matter to be presented; the name of the speaker(s) (not more than two); the organization or on whose behalf the delegation is appearing, and, the authority of the spokesperson(s). No other member(s) of the delegation shall address the meeting without permission of the assembly. If the speaker intends to use, or begins to use, the name/title/position of a staff member(s) or any personal or other information with respect to a member of the Board or committee, or a pupil or his or her parent or guardian, the Chair will rule that the speaker must address the committee or Board of Trustees in an 'In-Camera' session. During both 'Public' and 'In-Camera' meetings, it is the responsibility of the Chair to stop or caution the delegate if they begin to make specific derogatory comments about any staff member or Trustee. The Chair will remind the delegate of the requirement to avoid 'negative, critical or derogatory' words and to focus on their concerns with respect to an issue or decision. If the delegates refuse to comply, the Chair can, in effect, put a stop to the delegation. If the delegate(s) becomes unruly, the Chair can warn the delegate(s) about s. 207(3) of the *Education Act*, with respect to exclusion and removal from the meeting for 'improper conduct'. Delegates can be critical of Board decisions or make submissions with respect to a recommendation or decision. However, delegates shall refrain from negative, critical or derogatory comments about any 'identifiable person'. Once the delegation has completed its presentation, Trustees shall have an opportunity to ask questions of the delegation. Once Trustee questions to the delegation are completed, the delegation will leave the podium and be seated, or, if In-Camera, the delegation will leave the room. Trustees may ask questions of staff, but not while the delegation is at the podium. If In-Camera, Trustees may ask questions of staff, but not while the delegation is present in the room. (October 2011)

6.13 Anyone has the right to present as a delegation on any Board-related matter. However, special restrictions apply to Board employees when presenting matters of: a) Collective agreements to which the Board is a party.* b) Employee organization to which the speaker is, or is eligible to be, a member.*

* Such submission(s) shall be dealt with as required by the appropriate Collective Agreement or shall be presented by the appropriate spokesperson of the relevant organization(s).

6.14 A motion for referral, or for a staff report on the matter, may be made at the same meeting as the presentation. Those who delegate the Board will be informed by the Board and Committee Information Officer of the time and date at which the staff report on the matters to be reviewed.