

Delegation to the Board	
Adopted: February 28, 1995	Last Reviewed/Revised: February 21, 2023
Next Scheduled Review: 2025-2026	
Associated Policies & Procedures: HCDSB Procedural Bylaws V-09 Public Concerns/Complaints Process V-18 Community Engagement and Public Consultation Policy VI-105 Delegation to the Board	

Purpose

To provide an opportunity for individuals or groups to delegate or make a presentation to the Board of Trustees on matters relating to educational issues and/or other matters within the HCDSB's jurisdiction.

Application and Scope

I. Standard Delegations

This policy applies to HCDSB staff, students, and families, or other HCDSB stakeholders who reside or operate within Halton wishing to delegate or make a presentation to the Board of Trustees on a matter that falls within the HCDSB's jurisdiction.

II. Process Review Delegations

This policy applies to delegations on matters pertaining to a review process (e.g., School Boundary Review, School Accommodation Review).

References

[Municipal Freedom of Information and Protection of Privacy Act](#)

Definitions

Stakeholder – *any individual or group who can affect or is affected by decisions made by the Halton Catholic District School Board (HCDSB).*

Principles

- The HCDSB values relationships and partnerships and is committed to providing meaningful feedback mechanisms that encourage and support two-way communications.
- The HCDSB recognizes individuals or groups affected by a decision of the Board should have the opportunity to present their position or concern to the Board of Trustees.
- All requests to delegate to the Board of Trustees will be subject to the approval of the Chair, which will not be unreasonably withheld.

Requirements

- An individual or group wishing to delegate to the Board of Trustees, shall submit a detailed outline of their proposed delegation no later than seven (7) days prior to the meeting of the Board, by 5:00 p.m. An initial response to the delegate will be provided by 12:00 p.m. the following day.
- A person under 18 years of age, who wishes to make a delegation to the Board shall submit a detailed outline of their proposed delegation with written consent of their parent/guardian with the understanding that the person's image (photograph and/or video) will be posted on the HCDSB's website, social media channels and/or by the media.
- Any one (1) delegation or individual shall be permitted to make only one (1) presentation to the Board of Trustees on an issue within a 12-month period. Any additional presentation on the same issue is permitted provided that the significant difference(s) are outlined and presented in writing to the Chair of the Board and the Director of Education and Secretary of the Board seven (7) days prior to the Board meeting.
- The Chair of the Board, in consultation with the Director of Education and Secretary of the Board, shall determine whether there are significant differences in the written request for an additional presentation and grant or deny the request to delegate to the Board of Trustees.
- The regional Trustee(s) will be notified if a delegate registers to make a delegation on a subject matter that is region specific.
- The Director of Education and Secretary of the Board will share any denied delegation request(s) with all Trustees, including the detailed outline submitted by the delegate and the reason for the denial. Appeals to this decision must be made by a Trustee and shall come before the Board of Trustees for decision. Should the appeal be successful, the delegation or individual will be allowed to appear at a future meeting.
- Delegates may be heard at the Policy Committee Meeting on an item on the agenda or concerning matters within the Committee's terms of reference. The Chair of the Policy Committee in consultation with the Director of Education and Secretary of the Board or Superintendent assigned to the committee will review delegation requests to determine eligibility.
- When a request to delegate is denied, the Director of Education and Secretary of the Board shall provide written notice to the individual, or group, with a copy to all Trustees, and an

offer will be extended to include their concerns as correspondence in the Board Meeting agenda package.

- The number of declined individuals, or groups, who requested to delegate will be made public in the Board package.
- Employees or representatives of employee groups shall only delegate to the Board of Trustees on matters not currently before central or local bargaining.
- Commercial enterprises are prohibited from appearing before the Board of Trustees as a delegation for purposes of promoting their products/services.
- Delegations will only be accepted from HCDSB stakeholders.
- The request shall indicate who the presenters(s) will be for the group or organization. A maximum of three (3) presenters and no other person may address the Board of Trustees unless approval is given by the Chair of the Board. All presenter(s) shall be HCDSB stakeholders who reside or operate within Halton. At the discretion of the Chair of the Board, delegations with similar rationales will be grouped together (for a total of a ten (10) minute presentation).
- A copy of the complete presentation must be provided to the Office of the Director of Education and Secretary of the Board at least four (4) business days (by 1:00 p.m.) prior to the Regular Board meeting.
- At the Board Meeting, the presenter(s) will use the script that they provided in their package.
- Personal information as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is collected under the authority of the Education Act and the Municipal Act, in accordance with the provisions of MFIPPA. The name and the contents of the submission are subject to disclosure by way of publication of the agenda on the Board's website. As well, all Board Meetings are video and audio recorded.
- There may be up to a maximum of five (5) delegations at any one meeting. At the discretion of the Chair of the Board, additional delegations may be added as deemed appropriate.
- Trustees may ask two (2) questions for clarification purposes.
- Trustees will have three (3) minutes in total to ask their clarification questions, which includes the response.
- The complete presentation by any delegation shall not exceed ten (10) minutes, exclusive of Trustee questions.
- To allow for equitable time allocated to each delegation, the Chair of the Board shall act as the moderator for each delegation presentation and will govern the questions from The Board of Trustees, preserving the intent of the questions to be strictly for clarification purposes.
- The Chair of the meeting may expel or exclude a delegate from the meeting should they engage in conduct contrary to the HCDSB Code of Conduct or fail to comply with this policy.
- Comments that might identify individual trustees, students, parents/guardians or staff, are not permitted.

- Presenters and guests in the gallery are expected to maintain a level of decorum, which will allow meetings to proceed without interruptions, and free of abusive or derogatory language at all times. Individuals and delegations are advised that placards and disruptive demonstrations are not permitted at the Board's Catholic Education Centre or at any other location where a Board Meeting is held. The Chair of the Board may expel or exclude from the meeting any person(s) who engages in this or any other form of improper conduct.
- The individual or group requesting to delegate shall be responsible to ensure that this policy is clearly understood and the delegation and script submitted meets the requirements of this and all associated policies and procedures outlined in this document.

Response to Delegation(s)

I. Standard Delegations

- The Board of Trustees shall automatically receive the delegation as information unless a motion is adopted to refer the matter to a committee, or request a staff report on the matter to be considered at a future meeting. Once disposition if any is determined, the Secretary of the Board will communicate the Board's decision in writing to the spokesperson for the group or organization.

II. Process Review Delegations

For delegations on matters under review by a committee of the Board with recommendation(s) for action, the Board of Trustees shall make a decision on the matter no fewer than ten (10) business days from the public delegation(s).

Once the Board of Trustees makes a decision on a presentation, the Director of Education and Secretary of the Board shall communicate the Board's decision in writing to the spokesperson for the group or organization.

The Director of Education and Secretary of the Board shall develop Administrative Procedures to support the implementation, compliance and enforcement of this Policy.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board