



# Northeastern Catholic District School Board

## DELEGATIONS TO BOARD MEETINGS

Administrative Procedure Number: APT 008

### POLICY STATEMENT

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The Northeastern Catholic District School Board (NCDSB) is committed to advocacy for students, parents, and stakeholders. In recognition of the need to hear the concerns of the NCDSB communities and of individuals to have a voice in the decision-making process, delegations may be heard at any meeting of the Board of Trustees in accordance with the provisions set below and the attendant procedures.

### REFERENCES

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NCDSB Policy T-8 Delegations to Board Meetings  
NCDSB Policy T-10 Public Participation  
NCDSB Policy P-16 Resolution of Complaints  
NCDSB Administrative Procedure APT 008 Delegations to Board Meetings

### DEFINITIONS

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#### Delegation

A delegation may include:

1. An individual speaking on his/her own behalf;
2. An official representative of an NCDSB Committee;
3. A spokesperson for another group or organization.

### PROCEDURES

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- 1.0 Matter concerning an individual school shall have been discussed first with the Principal of the school.
- 2.0 If the matter has not been resolved at the school level, or if a matter is not specifically related to one particular school, it may be brought to a Superintendent of Education.
- 3.0 If the issue is not school based or cannot be resolved, it may then be brought to the Board in the following manner:
  - 3.1 The request to meet with the Board must be made in writing and submitted to the Director of Education two weeks prior to the Board Meeting and shall contain the following information:
    - i) Name of the delegation
    - ii) Address
    - iii) Telephone Number

- iv) Signature of the person making the request
- v) Date of the Board Meeting
- vi) Reason(s) for the request
- vii) Name, address and telephone number of the spokesperson of the individual or group, if different from the person making the request.

- 3.2 The spokesperson shall be the only voice of the group.
- 3.3 Any request not meeting the timeline will be held until the next meeting depending on the length and content of the agenda, as determined by the Director of Education.
- 3.4 The purpose shall be stated clearly at the time of the request in a written brief to the Director of Education for distribution to the Trustees two weeks prior to the Meeting of the Board.
- 3.5 Presentations shall not exceed 10 minutes. The Board reserves the right to take all matters under advisement.
- 3.6 The Board, through the Director of Education, will advise the citizen or spokesperson of the group of citizens of its decision.
- 4.0 Any recommendation actions arising from presentations by delegations will normally be considered at the next regular meeting of the Board or of a committee of the Board.
- 5.0 All presentations made by a delegation at Special or regular meetings of the Board may be referred to the Standing Committee or to an Ad-Hoc Committee for consideration and recommendation.
- 6.0 The Director of Education is authorized to and may deny requests by any individual or groups to have their issue placed on the agenda of the meeting of the Board under the following circumstances:
  - 6.1 if the individual or group has not followed the proper process in trying to resolve the issue;
  - 6.2 if school administration is actively working toward resolution of the issue;
  - 6.3 if the Board has, at a previous meeting of the Board, already considered and determined dispensation of the issue;
  - 6.4 if the issue is covered under “privileged information” discussion, this would violate Board policies that relate to privacy laws and confidentiality requirements.

**Director of Education:**

*Tricia Stefanie Welty*

**Date:**

**March 2019**