Northeastern Catholic District School Board

DELEGATIONS TO BOARD MEETINGS

Administrative Procedure Number: APT008

POLICY STATEMENT

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

NCDSB Policy

- T-8 Delegations to Board Meetings
- T-10 Public Participation
- P-16 Resolution of Complaints

DEFINITIONS

Delegation

A delegation may include:

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

PROCEDURES

1.0 GENERAL PROVISIONS

1.1 Subject to the approval of the Chief Executive Officer and the Chair of the Board, delegations may be permitted to make presentations to the Board at a Regular Board Meeting.

1.2 Delegations must be at least one of the following:

i) Catholic ratepayer within the district of the Northeastern Catholic District School Board;

ii) Parents/Guardians of children enrolled in NCDSB schools;

iii) Representatives from a recognized agency or organization who reside or operate within the district of the Northeastern Catholic District School Board.

1.3 Employees of the Board are not eligible to make presentations to the Board on any matters relating to central or local bargaining, including complaint and/or resolution

processes under a collective agreement or otherwise under legislation, policy or procedure.

1.4 Commercial enterprises are prohibited from appearing before the Board of Trustees as a delegation for purposes of promoting their products or services.

1.5 Delegations may present in person or virtually.

2.0 DELEGATION

2.1 Matters concerning an individual school shall have been discussed with the Principal and/or appropriate Superintendent of Education.

2.2 The request to meet with the Board of Trustees must be made in writing and submitted to the Chief Executive Officer 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.

2.3 The spokesperson shall be the only voice of the group.

2.4 Delegates will:

i) Present concerns or issues in a positive and constructive manner;
ii) Maintain a level of decorum which will allow meetings to proceed effectively; and
iii) Refrain from the use of abusive or derogatory language.

2.5 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 Chief Executive Officer.

2.6 The purpose shall be stated clearly at the time of the request in a written brief to the Chief Executive Officer for distribution to the Trustees two weeks prior to the Meeting of the Board.

2.7 Presentations shall not exceed 10 minutes. The Board reserves the right to take all matters under advisement.

2.8 The Board, through the Chief Executive Officer, will advise the citizen or spokesperson of the group of citizens of its decision.

2.9 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.

2.10 All presentations made by a delegation at regular meetings of the Board may be referred to the Standing Committee or to an Ad-Hoc Committee for consideration and recommendation.

3.0 DELEGATION DISCERNMENT

3.1 The Chief Executive Officer and Chair of the Board will review requests for delegation.

3.2 The Chief Executive Officer 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:

i) the individual is not eligible under the established criteria;
ii) if the individual or group has not followed the proper process in trying to resolve the issue;
iii) if school administration is actively working toward resolution of the issue;
iv) if the Board has, at a previous meeting of the Board, already considered and determined dispensation of the issue;
v) if the issue is covered under "privileged information" discussion, this would violate Board policies that relate to privacy laws and confidentiality requirements.

4.0 RELATED FORMS AND DOCUMENTS

Nil.

Chief Executive Officer: *Tricia Stefanie Weltz*
Date: June 2025