



DELEGATIONS AND SUBMISSIONS

1.0.0 Delegations & Submissions

The Limestone District School Board welcomes input and feedback from the public. Delegations and Submissions are two forums for engagement with the Board of Trustees. Trustees serve as a link between school communities and Board staff, bringing issues to the attention of the Director and Superintendents. School Trustees serve as ambassadors for the Board and advocates for public education. While Delegations and Submissions are an important format for public input and feedback, they are not intended to resolve individual situations or time-sensitive matters.

Delegations:

- 1.1.0 Persons wishing to make delegations on educational issues that fall within the Board's governance responsibilities to the Board, or its committees, will apply in person or by submitting the online request for delegation form to the Secretary of the Board. Governance responsibilities can be summarized as follows: As part of the school board, Trustees provide governance level oversight including fiscal responsibility, and policy development and implementation with a primary focus on student achievement and wellbeing.
- 1.2.0 The Secretary of the Board, in consultation with the Chair and the Agenda Setting Committee, will ascertain whether a Board committee or the whole Board should hear the delegation and arrange to have the Board or committee advised, through the agenda process, of the substance of the presentation; or if the matter should be referred to staff. For approved delegations, the Secretary will ensure that all Trustees are aware of the delegation, the substance of the presentation and the names of presenters. Presenters will be heard as soon as practicable after they have applied to be heard. This means the next Board Meeting, or specific Board committee meeting if the matter is referred to a committee.
- 1.3.0 A delegation shall designate not more than two people as spokespersons and no other member of the delegation shall address the Board or committee, except at the request of a Trustee, and the permission of the Chair.
- 1.4.0 In consultation with the Chair, the Secretary shall inform the delegation as to the approximate time during the meeting when its spokesperson(s) shall be heard and refer them to the details outlined in Policy 13.

- 1.5.0 The Secretary shall inform the delegation that beyond questions for clarification, there will be no discussion or decision until a later date.
- 1.6.0 For consideration at the next Board Meeting, any request for a delegation and the complete and detailed presentation, slides/visuals (if applicable) and speaking notes, must be sent electronically using the online request for delegation form, or delivered, to the Office of the Secretary to the Board by 4:00 p.m. at least four (4) business days prior to Limestone District School Board meeting. As an example, for a Wednesday meeting, delegation requests and presentations would be due by 4:00 p.m. on the preceding Thursday. Delegates will be advised if the delegation has been approved and when it will be scheduled. For approved delegations, the presenter(s) will highlight the pertinent points in their presentation. Delegations that do not reflect the presentation or talking points shared in advance will not be permitted to continue their delegation at the meeting.
- 1.7.0 The complete presentation by any delegation shall not exceed five (5) minutes, exclusive of Trustee questions. At the conclusion of the five minutes, the delegate may request up to an additional five-minute extension, subject to the approval of the Chair. Following the presentation, the Chair will ask the Trustees if there are any questions of clarification.
- 1.8.0 Delegation requests and presentations received after 4:00 p.m., four (4) business days prior to the next Board Meeting and by 12:00 p.m. (Noon) two (2) business days prior to the Board Meeting, shall be considered. Approved delegations placed on the agenda will be allotted a maximum of two (2) minutes with the possibility of a two-minute extension if they directly relate to an item on the upcoming agenda. Presentations must accompany the request for delegation. Delegation requests and presentations received after 12:00 p.m. (Noon) two (2) business days prior to the Board Meeting shall be considered for the next scheduled Board Meeting or designated committee meeting.
- 1.9.0 Delegation presentations will not be received if the delegation...:
- (a) is slanderous toward any specific individuals or groups of people;
 - (b) promotes hate or is likely to cause harm because it is discriminatory based on the protected grounds in the Ontario Human Rights Code;
 - (c) will be presented by a delegate(s) that do not reside in the jurisdiction of the Limestone District School Board;
 - (d) promotes products or services to the Board for personal financial gain;
 - (e) relates to personal issues related to the delegate, a staff member, or a student; however, these types of matters would be referred to private session if the issue has moved through the preceding steps in Administrative Procedure 497;
 - (f) relates to employment issues that are covered under Limestone District School Board collective agreements or other employment contracts, including the performance of staff members;
 - (g) focuses on matters which are the subject of litigation with the Board, or where all rights to a hearing, appeal or review under the Education Act or its regulations have not been commenced or concluded;

(h) focuses on matters that are currently the subject of a complaint to the Ontario Ombudsman or are under investigation or review by that Office, the Limestone District School Board pursuant to a Board policy or procedure or legislation, or the Code of Conduct;

(i) focuses on matters that are not within the jurisdiction of the Limestone District School Board;

(j) has already delegated within a 12-month period, unless the subject matter has a different focus of attention; or

(k) focuses on subjects for which there are other opportunities for delegates to provide input through delegations to the Board, such as Program/School Accommodation Review Meetings, the Budget Development Process, etc...

1.10.0 The maximum amount of time allocated at any one Board Meeting to delegations, under 1.6.0 and 1.8.0, will be 20 minutes, not including Trustee questions of clarification. Delegations unable to be scheduled at the next meeting due to four previously scheduled delegations will be placed on the agenda of a future Board Meeting.

1.11.0 The Board and its committees shall take action on an issue addressed through delegations and submissions only when those issues appear as a result of the regular agenda process. Typically, this will be the next Board Meeting. At that time, the Board may choose to receive the delegation for information, refer the matter to staff for follow up, refer the matter to a committee, refer the matter to a future Board Meeting, or if appropriate refer the matter to private session (in-camera). The Secretary of the Board shall advise delegates of the action taken.

1.12.0 Any one delegation shall be permitted to make only one (1) presentation to the Trustees on an issue. When there are multiple delegations on the same topic, presentations may be combined or reduced. Normally, a delegation cannot make a presentation on a topic on which a decision has been made.

1.13.0 If, in the opinion of the Agenda Setting Committee, a delegation or person should not be heard by the Board or its committees, the Secretary shall advise the persons who are being refused, giving reasons in writing, and copy all Board members on the response. This communication shall appear as an item of information in the first agenda of the Board following the refusal. Any delegation deemed slanderous or contrary to the limitations outlined in 1.9.0 will not be considered. Refused delegations will have their presentations or talking points shared with Board members.

1.14.0 At the discretion of the Chair, any parts of this regulation may be waived, and, at the discretion of the Board, the decision of the Agenda Setting Committee may be overturned.

2.0.0 Submissions

2.1.0 An individual may provide a written submission to the Board by mailing a letter to the Chair of the Board, or e-mailing the Chair of the Board.

2.2.0 The Agenda Setting Committee shall determine when, and if, the submission will be included as internal/external correspondence as part of an upcoming Board agenda. Normally, this would be the next scheduled meeting. Submissions must be received by 12:00 p.m. (Noon) four (4) business days prior to the next scheduled Board Meeting. As an example, for a

Wednesday meeting, a submission must be received by 12:00 p.m. noon on the preceding Thursday. Any submissions received after that time will be included in the next subsequent Board meeting.

- 2.3.0 If, in the opinion of the Agenda Setting Committee, a submission should not be considered by the Board or its committees, the Secretary shall advise the persons who are being refused, giving reasons in writing, and copy all Board members on the response. This communication shall appear as an item of information in the next agenda of the Board following the refusal. Any submission deemed libelous or contrary to the limitations outlined in 1.9.0, will not be considered. It should be noted that for consideration of submissions, residential requirements as outlined in section 1.9.0 (c) do not apply. Refused submissions will have their correspondence shared with all Board members, but this correspondence would not be included as part of a Board agenda.
- 2.4.0 At the discretion of the Chair, any parts of this regulation may be waived, and at the discretion of the Board, the decision of the Agenda Setting Committee may be overturned.

Revised: December 2023

References: Good Governance: A Guide for Trustees, School Boards, Directors of Education, and Communities (2022-2026)