



ADMINISTRATIVE PROCEDURE – 219-1

Public Delegations

Area: Governance
Policy Reference: Superintendent of Education – Policy Development

Approved: March 7, 2022
Revised: May 27, 2024; July 8, 2024

1. Purpose

Public delegations to the Board of Trustees are regarded as integral components of Durham Catholic District School Board (the “Board”) community dialogue, where individuals can voice their concerns, opinions and perspectives on Board agenda items. Within this framework, Trustees are committed to attentive listening, understanding that their role is not to debate but rather to absorb and consider the insights offered by community members. This approach cultivates an environment of mutual respect and collaboration, ensuring that diverse voices are heard and valued in the decision-making process. Recognizing that community members have multiple venues to express concerns to the Board (e.g., written correspondence, phone calls, etc.), the opportunity to address the Board of Trustees at a Board meeting is a privilege rather than an inherent right, and any delegation is subject to the discretion of the Board of Trustees, and the provisions of this procedure.

2. Definitions

Nil

3. Procedures

- 3.1 Delegations are open to students, parents/guardians/caregivers, and community members of the Durham Catholic District School Board (the “Board”).
- 3.2 Where a Board Advisory, Statutory, Standing or Ad Hoc Committee as defined by the Board’s Working By-Laws, Article 4 wishes to communicate information and/or concerns to the Board, they will do so in accordance with their terms of reference. For clarity, all Committees must ensure recommendations to Board are supported by majority vote of the Committee members.

- 3.2.1 Individual members of a Board Advisory, Statutory, Standing or Ad Hoc Committee as defined by the Board's Working By-Laws, Article 4, who wish to communicate information and/or concerns to the Board on matters directly pertaining to the mandate of the Committee of which they are a member, must first bring their information and/or concerns to the Committee and seek the Committee's approval. Where the Committee does not approve the information and/or concerns, and the individual still wishes to proceed, they must clearly indicate on their Request for Delegation form (AF219-1A) that they are a member of the Committee, and that their delegation is being brought forward as a minority report.
- 3.3 Approved delegations may be made in person, virtually or through written submissions.
- 3.4 Should a member of the public wish to delegate to the Board of Trustees, a Request for Delegation Form (see Appendix 1) must be submitted to the Director of Education/Secretary-Treasurer of the Board at delegations@dcdsb.ca by 4:00 p.m. five (5) business days prior to the committee or regularly scheduled Board meeting. The following information must be included with this application:
- the name of the organization/individual(s) or party who will be making the presentation;
 - their authority/title/position with the organization (if applicable);
 - a complete mailing address;
 - a daytime telephone number;
 - a number where they can be reached after business hours;
 - an email address (if available); and
 - a legible copy of all delegate materials to be referenced or shared during the presentation (not to exceed a combined maximum of five single-sided pages). For clarity, materials shall include a complete script of the presentation (can be bullet points) and may include any slides or handouts, provided the complete package does not exceed five pages.
- NOTE: Delegates' materials will be publicly posted and therefore personal or private information should not be included. If delegate materials include personal or private information, such information may be redacted by the Board prior to posting.
- 3.5 Shortened timelines may be approved only at the discretion of the Chair of the Board, and will only be considered where the following conditions apply:
- The delegation directly pertains to matters appearing for the first time on the published Board agenda as an item for decision which has not previously been dealt with at a committee or meeting of the Board; and
 - Such submissions are received no later than 12:00 p.m., one (1) business day preceding the meeting at which the individual or group is requesting to

delegate (see Appendix 1). Submissions received after this time will not be permitted.

- 3.6 All written submissions approved by the Chair and received in accordance with sections 3.5 and 3.6 above will be shared with the Board of Trustees/Committee members as part of the delegation package.
- 3.7 If any spokesperson(s) requires accessibility related accommodations for attendance at the meeting or with their submission, they should notify the Governance Officer at 905-576-6150 or delegations@dcdsb.ca in advance so that arrangements can be made.
- 3.8 There will be no more than three (3) oral public delegation presentations made at any one (1) meeting. If the number of oral delegation requests exceeds the maximum number permitted, the Governance Officer will inform the Chair. The Chair, in consultation with the Director of Education/Secretary-Treasurer of the Board, will consider the topics of the requested delegations; their relevance to agenda items; and the times of receipt to determine which ones will be heard at the requested meeting.
- 3.9 In consultation with the Director of Education/Secretary-Treasurer of the Board, the Chair may:
- refer the delegation to an appropriate Committee of the Board for a recommendation to be made to the Board; or
 - refer the delegation to an appropriate staff member, who, where appropriate, may make a recommendation to the Board; or
 - approve the delegation to be heard at a meeting of the whole Board; or
 - approve the delegation to be submitted in written format for inclusion in the Board agenda.
- 3.10 The approval for a delegation to come forward to the Board rests with the Chair of the Board in consultation with the Director of Education/Secretary-Treasurer of the Board.
- 3.11 Approved delegations will be notified in writing, by the Director of Education/Secretary-Treasurer of the Board of the date of the Board and/or Committee meeting at which the item is to be considered. If the delegation is not approved, the Director of Education/Secretary-Treasurer of the Board will notify the delegation in writing.
- 3.12 If the topic presented raises one or more issues not appearing as an item for decision on the published Board agenda, after hearing the delegation, Trustees may ask limited clarifying questions through the Chair. Questions should not be used to debate the delegation in a substantive manner.

3.13 If the topic presented pertains to an item already on the published Board agenda for decision, after hearing the delegation, Trustees may ask limited clarifying questions through the Chair. Questions should not be used to debate the delegation in a substantive manner. The Board will consider the submission and proceed with its debate and the decision-making process in accordance with Board By-Laws when its corresponding item is reached on the meeting agenda.

3.14 Requirements for Delegates

3.14.1 Each delegation shall be permitted to make only one (1) presentation to the Board of Trustees or a Committee of the Board during a 12-month period unless the subject of the delegation has changed substantially. Delegates are not permitted to present to more than one (1) Committee on the same topic.

3.14.2 Where the number of requested delegations exceeds the maximum as per 3.9, delegates who are unable to present will be provided with the opportunity to submit a written delegation to be shared with Trustees prior to the meeting, or at the discretion of the Chair, an alternative meeting date may be provided to receive the oral delegation.

3.14.3 The delegation(s) shall be represented by a maximum of two (2) designated spokespersons and no other person may address the Board and/or its Committee(s).

3.14.4 The spokesperson(s) for the delegation will address the Trustees as noted in the public agenda. The time for each public delegation to speak, excluding the question-and-answer period, is not to exceed ten (10) minutes.

3.14.5 The spokesperson(s) for the public delegation shall be restricted to topics outlined in the written application.

3.14.6 The spokesperson(s) for the public delegation will be asked to:

- present information in a constructive manner; and
- maintain a level of decorum which will allow meetings to proceed effectively. Placards and disruptive demonstrations are prohibited.

3.14.7 Delegates may voice concerns but must not:

- promote hate, harassment, or violate the Ontario Human Rights Code, Board policies and procedures;
- use offensive, obscene or defamatory language, gestures or images;
- use negative or derogatory personal references;
- disclose personal information related to students, staff or Trustees;
- discuss topics outside of their intended delegation;
- discuss matters related to litigation or potential litigation or any matter which is currently before any court or administrative tribunal affecting the Board; or

- cross debate with other delegates, staff or Trustees of the Board.

3.15 Should the delegate(s) not adhere to the requirements outlined above; the Chair has the authority to stop the delegate(s) from proceeding and the delegate may be removed from the meeting.

4. Sources

- 4.1 [Good Governance: Guide for Trustees, School Boards, Directors of Education and Communities, 2018](#)

5. Appendices

- 5.1 Appendix 1 - [Request for Delegation](#)

6. Related Policies and Administrative Procedures

- 6.1 [Public Delegations Policy \(PO219\)](#)

Request for Delegation

Meeting requested: Board/Committee:

Date requested:

Requested Manner of Delegation

In-Person

Virtual

Written Submission

Delegation Contact Information

Name of individual making request:

Address:

Telephone:

Business Telephone:

Email Address:

Name of group represented (if applicable):

I am a Member of a DCDSB Committee

Name of Committee

I am presenting a minority report (see section 3.2.1 of the [Public Delegations Administrative Procedure AP219-1](#))

Spokesperson(s) Note: Limit of 2 people

Spokesperson Number 1	Spokesperson Number 2
Name:	Name:
Address:	Address:
Telephone:	Telephone:
Business Telephone:	Business Telephone:
Email:	Email:
Position (if applicable)	Position (if applicable)

Topic and Purpose of Presentation (all delegate materials to be referenced or shared during the presentation must be included with this request.)**

**Please see the [Delegation Guidelines](#) on next page. Any delegation requests that do not adhere to the Delegation Guidelines will be returned for completion by the delegate, prior to consideration for inclusion in the Board/Committee agenda. Partial submissions will not be accepted as meeting the timelines.

Delegation Guidelines

1. All delegations shall be made in accordance with the provisions of Board policy PO219 – Public Delegations and its attendant administrative procedure AP219-1 Public Delegations.
2. All delegations shall provide in advance, a legible copy of all delegate materials to be referenced or shared during the presentation (not to exceed a combined maximum of five single-sided pages). For clarity, materials shall include a complete script of the presentation (can be bullet points) and may include any slides or handouts, provided the complete package does not exceed five pages.
3. Any individual/organization/delegation seeking information on how to make a Public Delegation and/or presentation to the Board and/or a Committee of the Board shall contact the Governance Officer at 905-576-6150 or delegations@dcdsb.ca.
4. If any spokesperson(s) requires accessibility related accommodations for attendance at the meeting or with their submission, they should notify the Governance Officer at 905-576-6150 or delegations@dcdsb.ca in advance so that arrangements can be made.
5. This form and all delegation materials must be submitted to the Secretary of the Board by 4:00 p.m. five (5) business days prior to the Board meeting or in the case of a committee meeting by 4:00 p.m. on week prior to the committee meeting.
6. Shortened timelines may be approved only at the discretion of the Chair of the Board, and will only be considered where the following conditions apply:
 - The delegation directly pertains to matters appearing for the first time on the published Board agenda before the Board as an item for decision which has not previously been dealt with at a committee or meeting of the Board; and
 - Such submissions are received no later than 12:00 p.m., one (1) business day preceding the meeting at which the individual or group is requesting to delegate. Submissions received after this time will not be permitted.
7. Delegates are not permitted to present to more than one (1) Committee on the same topic.
8. The delegation(s) shall be represented by a maximum of two (2) spokespersons and no other person may address the Board and/or its Committee(s).
9. The time for each public delegation to speak, excluding the question-and-answer-period, shall not exceed ten (10) minutes.