



## Delegations

**Board Received:** January 30, 2016

**Review Date:** February 2021

### 1. Receipt of Delegations

- a) Individuals or groups who wish to address the Board shall contact the Secretary of the Board through the Executive Assistant to the Board of Trustees, to be placed on the agenda.
- b) If the Board has assigned tasks to a statutory or ad hoc committee, it is expected that delegations relating to those matters will make their presentation to the respective committee. Delegations to the Board will only be received after the committee has presented its report to the Board.
- c) Individuals or groups wishing to address the Board on any particular matter will be heard at meetings of the Committee of the Whole whenever possible.
- d) In order that all employees can carry out their duties with dignity and assurance, any delegation which includes statements questioning the personal integrity or professional competence of Board employees shall be treated as a personnel matter to be considered in camera.
- e) Any employee concerns must follow the process outlined in "Consideration of Employee Concerns" policy (HR2) before bringing a delegation to the Board.
- f) At every meeting of the Board or any of its committees, the Secretary to the Board will advise the Chair as to whether there are any delegations or individuals present who wish to speak.

### 2. Advance Notice

- a) Delegations wishing to speak to the Board are required to submit their presentation by Thursday, 12:00 noon of the week preceding the meeting of the Board. The presentation shall be in writing and include the name of the spokesperson.
- b) The Board, at its discretion, may hear delegations with less than the required notice if written submissions are available to trustees by 4:00 p.m. on the day of the meeting. At the beginning of the meeting, a motion must be made and approved to accept any late delegations.

### 3. Procedures

When an individual or a group appears before the Board, the following procedures shall apply:

- a) The Chair of the meeting will invite the spokesperson to make their presentation to the Board.
- b) The time allowed for presentations will not exceed ten (10) minutes, except at the discretion of the Board.
- c) The spokesperson shall read the delegation as submitted and confine their remarks to the subject matter of the presentation.

- d) The Trustees, through the Chair, may ask the spokesperson questions of clarification on the delegation.
- e) The delegation shall be thanked for coming to the meeting and invited to stay for the remainder of the evening.
- f) If the item the delegation is addressing is on the meeting's agenda, then the Board will discuss the matter at the appropriate time. If the issue is not listed on the agenda, then the Board may opt to:
  - Formally receive and file the submission of the delegation, or
  - Refer it to staff for follow-up, or
  - Request that it be included on a future meeting agenda, or
  - Add the item to the meeting agenda.
- g) The Board shall carry on with its regular order of business.
- h) Individuals or groups shall not be permitted to take part, in any way, during Board discussions concerning any particular presentation.

#### **4. Notice of Procedure to Delegations**

All individuals or groups shall be made fully aware by the Executive Assistant to the Board of Trustees, of the proper procedure to be followed when appearing before the Committee of the Whole Board or the Board.