

# Communicating with Trustees and Delegating the Board

## Governance Procedure

---

**Topic:** Communicating with Trustees and Delegating the Board  
Governance Procedure

**Adopted:** June 5, 2019

**Revision Dates:** June 2022, January 2024

**Review Date:** Every 4 years

### 1. POLICY

**1.1.** This Procedure is made pursuant to the Communicating with Trustees and Delegating the Board Policy.

### 2. COMMUNICATING WITH TRUSTEES

**2.1.** Trustees are often contacted to discuss concerns related to specific issues. If a concern is raised regarding an administrative or operational situation it must be directed to the staff responsible as these matters are not within the purview of Trustees. The [Addressing Public Concerns Administrative Procedure](#) outlines the pathway to ensure public concerns are addressed as quickly as possible.

**2.2.** There are several ways for people to communicate with Trustees:

- Contact information for individual Trustees is on the Halton District School Board's ("HDSB") [website](#).
- The Board of Trustees ("Board") can be reached at [trustees@hdsb.ca](mailto:trustees@hdsb.ca).

### 3. BOARD AND COMMITTEE MEETINGS

**3.1.** Public Board and committee meetings can be viewed via livestream or in-person. Videos of past meetings are available on the HDSB's YouTube channel.

### 4. DELEGATING THE BOARD

#### 4.1. General

The purpose of a delegation is to provide Trustees with information regarding an item for which Trustees have responsibility under the Education Act (*the "Act"*). The *Act* clearly defines the role of Trustees to "entrust the day to day management of the board to its staff through the board's Director of Education" (s. 218.1f).

The Board will only permit delegations that address:

- Any Board Policy, Governance Procedure or the Governance By-Law, or
- Any item that will be voted on by Trustees within five weeks.

Trustees hear delegations on these two topics to ensure they have relevant community perspectives when making decisions.

# Communicating with Trustees and Delegating the Board

## Governance Procedure

---

Delegates must refrain from using derogatory language, and from making statements that would personally identify individuals, including students, staff, community members, or Trustees. Delegates using derogatory language, or making statements that would personally identify individuals will be ruled out of order by the Chair, their presentation will be immediately terminated, they will be required to immediately leave the property, and they will not be allowed to delegate the Board or attend Board, Committee of the Whole or Special Delegation meetings in-person for a minimum of one year.

### **4.2. Request to Delegate**

Residents of Halton may request an opportunity to delegate the Board during the public session of a Regular, Committee of the Whole Board, or Special Delegation meeting.

A request to delegate must be submitted electronically via [hdsb.ca](http://hdsb.ca) to the Manager of Governance and Board Services (“Manager”) using the [Delegation Request Form](#) (see Appendix A) by no later than noon, two business days before the scheduled meeting at which the delegate would like to present their delegation and no more than five weeks before a scheduled meeting.<sup>1</sup>

Delegates are encouraged to provide supplementary materials to be distributed to the Board. These materials should be provided to the Manager before 10 a.m. one business day prior to the meeting. The Manager will distribute these materials to Trustees. Additional written materials submitted later than 10 a.m. one business day prior to the meeting will not be distributed to the Board, except with the express permission of the Chair.

#### *4.2.1. Regular and Committee of the Whole Board Meetings*

While staff may be present during Regular, and Committee of the Whole Board (“COTW”) Meetings, their role is to support the Director and Trustees by providing their expertise and experience. Ultimately, governance matters are the responsibility of the Board, while operational matters are the responsibility of staff. This is why delegations must reflect a topic that is within the scope of the Board’s jurisdiction under *the Act*.

---

<sup>1</sup> The Delegation Request Form submission timelines will be adjusted to account for statutory holidays or non-standard meeting days.

# Communicating with Trustees and Delegating the Board

## Governance Procedure

---

A maximum of six delegations will be scheduled per meeting, taking into account the benefit to Trustees of hearing delegations with a variety of perspectives on each matter before the Board.

COTW meetings are the preferred venue for delegations as these meetings are generally less formal than Board meetings.

#### 4.2.2. *Special Delegation Meetings*

Special Delegation Meetings may be called for a specific reason (e.g. boundary reviews, school closures, etc.). Delegations heard at these meetings shall reflect the reason for which the Special Delegation meeting was scheduled.

Where more than six individuals or groups, with significantly different perspectives, request to delegate the Board on a particular topic, the Chair may, at their discretion, convene one or more Special Delegation Meetings in order to accommodate the requests.

The Director shall notify the public of Special Delegation Meetings by posting on the HDSB's website ([hdsb.ca](http://hdsb.ca)).

### 4.3. **Consideration of Requests**

The Chair and Vice-Chair will review requests upon receipt from the Manager, based on the considerations in this procedure. They will determine whether or not the request meets the eligibility criteria, and the Manager will contact the individual or group who submitted the request and advise as to whether the Board will hear their delegation at an upcoming meeting.

Delegates are required to identify their specific topic (e.g. policy or report) and introduce new information for consideration on that topic. If more than one individual or group shares similar perspectives they will be strongly encouraged to form a group to delegate. The Manager will work with the Chair and Vice-Chair to determine which requests are similar, and will facilitate communication among the prospective participants.

A written rationale will be provided to those whose requests have been deferred or denied, and the Board will receive a copy of this rationale.

# Communicating with Trustees and Delegating the Board

## Governance Procedure

---

Individuals or groups who have previously delegated Board on a particular topic will only be permitted to present again on the same topic following a twelve month interval, unless the subsequent presentation is for the purpose of presenting new information.

#### **4.4. Publication and Privacy Notice**

The HDSB will publish the list of delegations, including the name(s) of the delegate(s) and topic of the delegation, on its website at least 24 hours in advance of each meeting.

Delegations are live streamed, and video-voice recorded. The minutes and recording of the meeting will reflect the delegation.

#### **4.5. Delegation Time Limits**

Each delegation shall be allowed:

- Up to 5 minutes for their delegation; and
- Up to 5 minutes to respond to questions of clarification from Trustees.

If a delegate is unable to attend the meeting at which they are scheduled to present, the Chair may recognize an alternate speaker who was previously identified on the Request Form.

#### **4.6. Assistance**

Requests for further information or assistance regarding the delegation process, and any requests for accommodation, may be directed to the Manager.

### **5. DECORUM**

5.1. Board, Committee of the Whole and Special Delegation meetings are business meetings which the public is invited to view, either in-person or via live-stream. All members of the public attending meetings in-person must adhere to the following norms:

- Prior to entry, each member of the public will sign in;
- Signs, banners, placards and flags are not permitted.
- Members of the public are required to sit quietly. Only persons recognized by the Chair are permitted to speak.

# Communicating with Trustees and Delegating the Board

## Governance Procedure

---

- Applause and other extraneous noises are not permitted, unless invited by the Chair.
- Members of the public must remain in the viewing area unless invited by the Chair to enter the area where staff and Trustees are seated.

5.2. The Chair will respond to breaches in decorum in the following manner:

- Members of the public will be required to remove any signs, banners, placards or flags from the room; if they refuse, they will be required to immediately leave the property;
- Members of the public will be given one warning for making unnecessary/unsanctioned noise; if they continue, they will be required to immediately leave the property;
- Members of the public entering the area where staff and Trustees are seated without invitation will be required to immediately leave the property, and they will not be allowed to delegate the Board or attend Board, Committee of the Whole or Special Delegation meetings in-person for a minimum of one year;

## **6. RELATED BOARD POLICIES AND PROCEDURES**

Communicating with Trustees and Delegating the Board Policy

Addressing Public Concerns Administrative Procedure

Board Governance By-law



# Communicating with Trustees and Delegating the Board

## Governance Procedure

---

### APPENDIX A - Delegation Request Form

#### [On-line Delegation Request Form](#)

Please note: Delegate name(s), association/group, and delegation topic submitted using this form will be published on the Board's website, and released to the media upon request.

Prospective delegates must reside in the Region of Halton.

Please click on [this link](#) or the headline (above) to access the Online Delegation Request Form.

Email Address\*: \_\_\_\_\_

Full Name of Delegate(s)\*: \_\_\_\_\_

Address of Lead Delegate\*: \_\_\_\_\_

Phone Number\*: \_\_\_\_\_

Preferred method of contact\*:  Email  Phone  Other

Do you reside in the Region of Halton?\*

No  Yes

All Delegates will be required to show proof of residency in the Region of Halton.

Are you representing a group or association?\*

No  Yes

If yes, provide name of group or association\*: \_\_\_\_\_

Meeting Date for Delegation\*:

(Delegation Request Forms will be accepted up to five weeks in advance of the meeting.)

Delegation Topic\*: \_\_\_\_\_

(Provide the reason for your delegation, policy name, or the Board report name and/or number.)

Delegation Is\*:

In Support of the Recommendation in the report

Opposed to the Recommendation in the report

Regarding a Board Policy, Governance Procedure or the Governance By-Law

Detailed outline of the purpose of the delegation:

1. \* \_\_\_\_\_
2. \* \_\_\_\_\_
3. \* \_\_\_\_\_
4. \_\_\_\_\_

# Communicating with Trustees and Delegating the Board

## Governance Procedure

---

5. \_\_\_\_\_

Suggestions to improve the Recommendation or matter of Board governance:

6. \* \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

Will you be submitting an electronic presentation?\*  Yes  No

Will you be submitting a copy of your presentation notes?\*  Yes  No

Will you be submitting supplementary materials?\*  Yes  No

All materials are to be provided to the Manager before 10 a.m. on the day prior to the meeting.

### TIMELINES FOR DELEGATION REQUESTS

A Delegation Request Form must be submitted by noon at least two business days prior to the meeting for which the delegation is intended. For example, if the Board meeting is on Wednesday night, the request must be submitted by noon on the Monday preceding the meeting.

### DECORUM

By submitting this Request to Delegate, I hereby certify that I have read and understand the Decorum requirements in Section 5 of the Connecting with Trustees and Delegating the Board Governance Procedure.\*

\*Required

# Communicating with Trustees and Delegating the Board

## Governance Procedure

---

### Revision History

#### January 2024

1. Name changed to “Communicating with Trustees and Delegating the Board” to reflect the change in scope.
2. Added Section 2 Communicating with Trustees to outline ways to reach Trustees.
3. Added Section 3 Board and Committee Meetings to ensure members of the public know how they can view these meetings
4. Added the purpose of delegations and topic limitations to Section 4.1.
5. Added the preference for delegations to occur at Committee of the Whole Board or Special Delegation meetings to Section 4.2.1.
6. Added clarity to Section 4.3 regarding the Consideration of Requests.
7. Added Section 5 “Decorum”.
8. Added clarity to the requirements in “Appendix A Delegation Request Form”.

#### June 2022

1. Shortened the name from “Public Delegations to the Board of Trustees” to “Delegating the Board.”
2. Incorporated the role and responsibilities of the Manager of Governance and Board Services.
3. Scheduling - removed the order in which delegations are heard to allow for flexibility, and redundant phrasing.
4. Publication and Privacy Notice - added a paragraph indicating that meetings are live streamed and recorded.
5. Special Delegation Nights - changed the timeframe from seven to two days prior to the meeting. Added that the Director shall post the information on the HDSB website.
6. Removed Timelines for Delegation Requests table.